



Cégep Heritage College is located in Gatineau, Québec, next to the National Capital Region's Gatineau Park. It is the region's only public, tuition-free, English-language college, offering innovative and personalized instruction across 18 Career, Pre- University and Continuing Education programs in its modern, state-of-the-art facilities. Cégep Heritage College is a vibrant multicultural institution with staff serving more than 1,000 students. It delivers educational programming that fosters extraordinary student-teacher interaction, student leadership and entrepreneurship, intercultural dialogue and engagement, and high-caliber athletics.

CALL FOR CANDIDATURE

CÉGEP Heritage College is seeking to hire a part-time (17.5 hours per week) Equity, Diversity, Inclusion & Belonging Officer (professional position) for a 2-year specific project with the possibility of extension to join its team.

RESPONSIBILITIES:

Reporting directly to the Director of Human Resources and in collaboration with the College Leadership Team, the newly created EDI+B Officer position will be a key resource to provide advice, recommendations and guidance and expertise in equity, diversity, inclusion (EDI), human rights, anti-racism, anti-oppression, and accessibility. The incumbent will promote and lead the implementation of EDI+B's strategies and action plan in line with the College's strategic plan and will work closely with the leadership team to strengthen work culture, support organizational achievement, and staff well-being.

In the area of EDI+B, Mental Health, Wellness and Respect:

- Provide advice and expertise in the design, development and implementation of organization-wide EDI and Accessibility strategies, frameworks and multi-year action plans that include short-term and long-term goals.
- Responsible for coordinating and guiding all EDI efforts to review, evaluate, define, understand, assess, foster, and identify opportunities and strategies to embed EDI in all facets of college's activities, policies and processes.
- Serve as an advisor to the senior leadership team in support of their EDI goals and objectives and provide subject matter expertise, relevant data and/or information, guidance and advice to management on the interpretation and practice concerning accessibility, diversity, equity, inclusion, accommodation, and respect in the workplace.
- Provide expertise and apply their knowledge of employment and human rights legislation, to partner with Human Resources and other college services on gathering, investigating, collecting and assessing information related to requests for accommodation, reported incidents of discrimination or harassment, and/or any other EDI-related initiatives or concerns in line with College policies and procedures in place.
- Propose, implement, review and monitor confidential staff and student surveys and design and implement metrics to ensure the leadership team has the information it needs to support a diverse workforce in an equitable and inclusive way.
- Lead the design, development and sustainment of core EDI and anti-racism training and education programs and initiatives to advance the awareness and understanding of EDI concepts across the organization and build understanding of systemic discrimination and cultural competency for all staff.
- Is a member and provides support to the committees that are specifically mandated to address equity, accessibility, diversity and inclusion.
- As a skilled facilitator, bring people to the table and create a safe space for open, insightful dialogue that propels EDI work forward.

MINIMUM QUALIFICATIONS REQUIRED

Schooling and Experience

- A post-secondary degree in a related discipline such as law, human rights and equity, social sciences, or education and/or a combination of relevant education and experience.
- Professional experience in the EDI field in a role with the scope and responsibilities for developing, leading and executing EDI strategies and initiatives, and training programs, as they relate to the workplace will be considered an asset.
- Demonstrated experience working with senior-level leadership in bringing about positive, meaningful and sustainable organizational change and producing measurable results.
- Experience designing and developing EDI programs and leading and supporting the professional learning of staff and students
- Previous experience in a not-for-profit EDI environment, preferably in a unionized context, would be considered an asset.

Required Qualifications

- Demonstrated strong understanding of equity, accessibility, intersectionality, anti-racism, decolonization, inclusion, anti-oppression, the Quebec Human Rights Commission, related laws in effect, and their application in an organizational context.
- In-depth knowledge and understanding of systemic barriers and experiences of Indigenous peoples and members of the equity-deserving groups.
- Demonstrated knowledge and expertise in the development of processes and procedures, program evaluation and research methods.
- Able to operate at the strategic, policy and operational levels with a broad vision for the role of equity in achieving results.
- Excellent interpersonal, facilitation and mediation skills, including the strong ability to address sensitive topics and contentious issues with confidentiality, tact, and discretion.
- Strong collaboration and teamwork skills, including demonstrated ability to participate in consultative decision making that enables diverse viewpoints and approaches.
- Strong organizational and time management skills to manage and prioritize multiple initiatives and projects concurrently and deliver desired results in a timely fashion and adapt to changing priorities.
- Strong research and analytical skills to conceptualize long term strategic and resources planning needs to meet EDI program mandates, and anticipate, assess, plan and lead the design and evaluation of programs.
- Demonstrated strong written and verbal communication and presentation skills in English, with extensive experience communicating with a diverse audience.
- Demonstrated superior judgement, tact and political acuity required to address sensitive topics, effectively manage relationships and make decisions.

Anticipated

Start Date: To be determined

Date of Posting: September 19th, 2024

Closing Date

for Applications: October 4th, 2024, at 11:45 pm

Salary Range: From a minimum of \$ 54,661 to a maximum of \$ 100,282 per year.

Interested candidates should forward their resume and cover letter stating their motivation for applying and their understanding of this position on line on our College website in the career page at <http://www.cegep-heritage.qc.ca/manitou/> no later than **October 4th, 2024 at 11:45 p.m.**

Please note that only online applications will be considered.

Only those candidates selected for an interview will be contacted. Candidates may be required to submit to selection tests.

Cégep Heritage College is an equal opportunity employer and encourages applications from women, indigenous people, members of visible and ethnic minorities, and people with disabilities.