

POSITION VACANCY
Manager, Research and Strategic Initiatives, Equity Diversity and Inclusion (EDI)
Division of People and Equity

JOB ID: J0322-0439
Classification: Full-time Administration
Pay Band: 11
Pay Range: \$86,568 - \$108,209
Campus/Location: Progress / Remote
Hours/Week: 35
Shift Schedule: Monday to Friday; 8:30am to 4:30pm
Posting Date: March 4, 2022
Closing Date: April 1, 2022

Centennial College recognizes and affirms Diversity, Equity and Inclusion and Indigenous ways of knowing as central to the vibrancy and uniqueness of its learning and working academic mission. We strongly encourage applications from members of Indigenous communities and all equity-deserving groups including Women, Racialized, Persons with Disabilities, and LGBTQ+ communities.

We also recognize that Centennial is situated on the Treaty Lands of the Mississaugas of the Credit First Nation and pay tribute to their legacy as well as that of all First Peoples that have been and remain present here in Toronto. We recognize that First Peoples come from sovereign Nations and that part of understanding our responsibilities of residing on this territory are understanding the true history, circumstances and legacy of the Treaties signed here (such as the Toronto Purchase, Robinson-Huron Treaty and Williams Treaties) and including pre-contact Treaties and Agreements between sovereign Nations and that all peoples in this area are therefore Treaty people with obligations and responsibilities to all our relations.

Position Summary

Centennial College is seeking a change leader to deliver and operationalize strategic EDI initiatives across the enterprise. A unique opportunity reporting to the Associate Vice-President EDI, the Manager Research and Strategic Initiatives will plan and implement complex college-wide projects including the Centennial EDI Institutional Capacity Building Journey, oversee program effectiveness analyses, and be the principal project liaison between the Centennial community and the AVP. Working collaboratively and interculturality with a diverse array of internal and external stakeholders, the incumbent will play a critical role in the college's ability to meet its overall strategic and academic planning objectives. Equally adept at managing change and reporting on results, the manager will collaborate with the Strategic Communications Officer, EDI to lead the development of portfolio corporate communications on change initiatives including annual reports, broadcasts and newsletters.

Responsibilities

- Design and implement in collaboration with the AVP, various college-wide strategic initiatives including: organizational climate/culture assessments; a disaggregated demographic data collection infrastructure; consultations and processes related to the development of the inaugural college EDI Action Plan
- Coordinates the execution of the recommendations of the Anti-Black Racism Task Force and the work of the college EDI Advisory Group. Supports and collaborates to fulfill the objectives of the Indigenous Strategic Framework in collaboration with the Director, 8th Fire.
- Manage project operationalization including process design, prioritization, scheduling, resource identification and allocation with minimal supervision
- Lead and oversee the EDI portfolio research, analysis and evaluation with continuous review of open-source and academic EDI-related research to ensure portfolio programs and services are evidence-based and engage leading practices in collaboration with the Global Citizenship Education and Inclusion Lead.
- Review college policies and procedures for consistency with evidence-based EDI principles and practices, legislative and regulatory requirements, and guidance from influential external advisory sources
- Use superior tools and technological supports to develop, track, standardize and report on operational performance metrics in collaboration with the Institutional Research Office
- Identify operational risks and opportunities inside and outside the department including project risks and provide recommendations for mitigation; provide input and support to the annual unit-level strategic planning
- Enable and initiate content development for annual reports, portfolio response to crisis situations and other corporate communications in collaboration with the Strategic Communications Officer
- Establish and maintain effective intercultural communication and coordination with key stakeholders and the AVP, to identify and meet project deliverables; Actively participates on committees and working groups as a resource and facilitator

- Responsible for leading others including: manage day-to-day tasks; prioritize and delegate work, scheduling/attendance, staffing, performance management, etc.
- Develop and manage discretionary budgets aligned with the execution of strategic initiatives

Qualifications/Experience

- Completion of Bachelor's degree in any discipline
- Certification or graduate degree in change management, project management, organizational behavior, or related discipline is preferred
- Seven (7) years relevant experience including: operations and people management, strategic planning, change management, organizational behaviour, project management and communications
- Experience managing Indigenous and strategic EDI transformation in large complex organizations is preferred
- Five (5) years financial management experience (i.e. managing budget activities, forecast and analysis, control/reporting)
- Demonstrated understanding and experience leading measurable and substantive cultural and structural change in organizations
- Experience in applying advanced qualitative/quantitative analysis and interpreting results to make sound recommendations
- Demonstrated problem solving and decision-making skills
- Experience with computer software (e.g. Microsoft Word, PowerPoint, Excel)
- Superior strategic communications, report writing and presentation skills
- Demonstrated interpersonal skills, relationship management and political acumen
- Applied knowledge of relevant policies, procedures, and legislation
- Knowledge of Indigenous ways of knowing and being, processes of decolonization, and inclusion; experience working in higher education is an asset
- Strong ability to influence and resolve competing stakeholder interests

Apply online: www.centennialcollege.ca/careers

Proof of credentials or equivalencies from accredited regional or federal post secondary institutions and/or their foreign equivalents will be required at the time of job offer.

When applying, your cover letter and résumé must include examples that reflect all of the requested skills and qualifications and must be submitted online **by April 1, 2022 at 11:59 PM EST. Please quote J0322-0439.** Misrepresentation of applicant information will be grounds for your exclusion from the competition or for dismissal should you subsequently be hired for the position. We wish to thank all applicants for their interest and advise that only those selected for an interview will be contacted.

We are committed to providing persons with disabilities equal opportunities regarding all employment activities, including access to jobs and accommodations during employment as required, in accordance with the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA).