



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:
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Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/28

Executive Director, OVPECI

Job ID	373042-1-9031	
Web Address	https://careers.indigenous.link/viewjob?jobname=373042-1-9031	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2023-04-12	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. About the Office of the Vice-President, Equity and Community Inclusion (OVPECI):

The Office of the Vice-President, Equity and Community Inclusion (OVPECI) provides leadership to ensure that equity, diversity, and inclusion are a central focal point for the University community through strategic initiatives, policies, programs and practices. Since its creation in 2012, the OVPECI has fostered dialogue and partnerships, establishing a strong campus presence that provides a range of consultation services, educational events and resources.

The Human Rights Services unit works with members of the TMU community to promote an equitable and inclusive study, work and living environment free of discrimination and harassment. Using a holistic approach, Human Rights Services advocates for a community where the dignity and human rights of all its members are respected and upheld. Indigenous Initiatives builds internal and external partnerships with TMU students, faculty, staff and the broader Indigenous community in order to advance the priorities of the Indigenous Education Council. These priorities include student success, teaching, learning, research, community engagement and capacity building. The Accessibility unit works to identify, remove and prevent barriers to inclusion for persons with disabilities, and in so doing make TMU an accessible learning and working environment. The Research, Planning and Assessment unit oversees TMU's employee and student diversity self-id surveys, develops evidence based tools and reports, and provides consultation services related to understanding and incorporating data into plans, decisions and actions. The Education, Awareness and Outreach unit provides students, faculty and staff with opportunities to advance their own education and awareness around equity, diversity and inclusion. To learn more about us visit at <https://www.torontomu.ca/humanrights/>.

The Opportunity

The Executive Director for the Office will support the Vice President ECI in managing the Office by providing leadership, critical direction and strategic advice to the VP ECI and their leadership team on operational planning and effectiveness, integrated service delivery, process optimization, finance and human resource and physical/IT resources for the office, in furtherance of the mission and goals of the Office. The role advises the Vice President on topics, issues and problems that require attention and follow-up action, bringing together information from the different units as needed. Represents the VP ECI and acts on behalf of the VP ECI as delegated by the Vice President. The successful candidate will have worked with and have other experiences within various under-represented communities, to support the execution of the mandate of the Office in a way that demonstrates:

- The use of strong equity-lens for planning, actions and decision-making
- Complex and broad understanding of critical theory and its application in institutional change
- Knowledge of the history of oppression and ongoing disadvantages impacting First Nations, Metis and Inuit Peoples, along with decolonization concepts and practices.
- An understanding of the dynamics of power and privilege as it relates to systemic change
- Building an effective and integrated team
- Building relationships across the organization, together with the team
- Optimizing resources for services
- Contributing to institutional operations
- A trauma-informed and community-based approach

Prior experience can include working on equity and inclusion initiatives to create equitable and inclusive spaces, either within an educational or similar organization or within the community. We are looking for demonstrated experience supporting EDI leadership and teams to identify and successfully achieve goals. The successful candidate will have proven financial and resource management skills, with particular emphasis on People Management and Communication skills in a multidisciplinary team in a complex executive environment; other responsibilities will include but not limited to: Strategic and Operational Planning

- Champions the strategic planning operational process for the office of the Vice President, ECI. Provides expert advice and counsel to the Vice President on topics, issues and problems that require attention and follow-up action. Provides the Vice President with information, appropriate documentation for meetings, etc. Researches information and prepares documentation related to internal and external issues. Drafts and edits correspondence going out under the Vice President's signature.
- Assists with the strategic planning and co-ordination of activities, events, initiatives and partnerships of the office.
- Oversees and manages OVP ECI cost centers. Conducts monthly reviews, regularly updates the VP ECI on budget decisions and issues, supports the annual budget planning process and related decisions.

Human Resource Management

- Manages and supervises staff with an EDI lens, assigns and prioritizes tasks, establishes goals, sets expectations and evaluates performance, to create an inclusive and effective team. Hires, trains, develops and performance manages assigned staff to support all team members achieving their potential. Monitors performance and provides feedback to staff on performance. Disciplines, carries out corrective action and makes recommendations on termination, as appropriate.
- Assesses and determines staff training needs and technology requirements, and provides staff with development opportunities, to support staff achieving their potential. Seeks to provide opportunities to enhance diversity, equity, inclusion and decolonization.
- Provides clarity of roles, responsibilities and accountabilities in order to enable staff to manage their areas of responsibility in an effective, efficient and transparent manner.
- Assists the VP, ECI with mobilizing the team, ensuring that they feel valued and building a culture of support and care to enable the work in the university.

Project Leadership

- Plans, manages and executes various special and strategic projects as assigned.
- Develops inclusive project plans that seek to incorporate and elevate the voices of community members from equity deserving groups. Determines the scope, direction and goals, develops strategic/operational project plans and critical path, identifies and allocates resources (internal/external), and monitors, reviews and adjusts the process to ensure effective management and timely completion.
- Leads multi-disciplinary teams as required. Serves as the Vice-President's representative on campus committees or to outside organizations where appropriate.
- Works collaboratively and consultatively with the Directors of the Executive Group offices in support of a variety of activities involving the Office of the Vice President. This will include providing input and reaching agreement on a wide range of activities including issue management, follow up, problem solving, activity and event planning.
- Works collaboratively with Deans, departments and schools to research, inform, problem solve on issues and topics.

Strategic Communications

- Works with the Vice President, OVPECI internal communications, and the University's Marketing & Communications group and the broader community in the development of strategies for internal and external communication.
- Directs other activities related to the Office of the Vice President to engage and
- inform the community, to enhance the University's reputation and to promote and
- communicate the successes of plans, programs and activities. Oversees the
- organization, planning, and execution of special activities, functions and events.
- Communicates with various stakeholders, including but not limited to: faculty and staff; government agencies, non profit organizations and professional associations on behalf of the Vice President, sometimes delegating the action to other units, sometimes responding directly, depending on the nature of the issue.
- Represents the Vice President's Office at meetings, on committees and with various stakeholder and community groups. Accompanies the Vice President on official university business and events and provides follow-up.

Qualifications

To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:

- Completion of a postgraduate degree in a related field. A post-secondary degree in a related field, preferably a postgraduate degree, or equivalent learning in a different form.
- A minimum of 5 years of experience in a senior level administrative position in a university or college, with an understanding of university or college governance, administration and culture;
- Significant managerial and professional experience in support of a complex. executive environment with superior supervisory and interpersonal skills.
- Experience in strategic planning and human resources management.
- Knowledge of university academic and administrative policies and procedures.
- Demonstrated knowledge of financial management principles and practices.
- Extensive knowledge of project management methodology, principles and practices with an EDI lens.
- Extensive experience with community building and with integrating and elevating the voices of community members from equity deserving groups.
- Demonstrated strategic thinking and planning skills.
- Excellent (oral and written) communication skills including presentation skills.
- Strong analytical reasoning, problem-solving, decision-making skills.
- Ability to handle multiple completing projects and to prioritize tasks.
- Solid organizational and time management skills.

Additional Information

Position Number(s) 20004389

Reports To Vice President, Equity and

Community Inclusion

Vacancy Type FTCE
Employee Group Senior Admin
Work Location Toronto - Hybrid
Start Date ASAP
End Date N/A
Hours of Work 36.25
Grade and Step E81
Salary Scale \$160,000.00 to \$190,000.00
HR Advisor Pooja Minutaglio
Application Start Date April 11, 2023
Application Close Date Until Filled

The Perks

- There is something for everyone! Employees are eligible for many benefits, services and discounts that Toronto Metropolitan University has to offer:

- Flexible Work Arrangements
- Mid-year break that provides two weeks of paid time off in addition to your vacation.
- Group benefits including comprehensive health and dental, emergency travel care, employee and family assistance program (EFAP), life and business travel accident insurance and participation in the Toronto Metropolitan University Retirement Planning, a defined benefit pension plan.
- Employees can also participate in the tuition waiver program which provides eligible employees and their spouses and dependants with access to the various programs and courses that Toronto Metropolitan University offers.
- Reduced membership rate to the Recreation and Athletics Centre (RAC) and the Mattamy Athletic Centre (MAC) which includes group fitness classes, massage therapy, personal training and aquatics.
- Access to the Toronto Metropolitan University Medical Centre which provides a range of medical services on campus.
- Access to many different discounts such as;
- Discounts through the Toronto Metropolitan Students Union, including movies, Ripley's Aquarium, and more.
- A free membership to Perkopolis
- Personal Home and Auto Insurance discounts
- Rogers Discount
- And many more!

Additional Notes:

- An equivalent combination of education and experience may be considered.
- Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage applicants from one or more equity deserving groups to share how their lived experiences inform their work.
- As part of the selection process, candidates may be required to complete an occupational assessment.
- Applications will only be accepted online through Toronto Metropolitan University's career site.
- Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.
- We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, starting with the recruitment process. If you need accommodations to fully participate in any phase of the recruitment process, please reach out to: hr@torontomu.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Executive Director, OVPECI