



# 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.Links 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.

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# Job Board Posting



Careers.Indigenous.Link

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## MANAGER, RESEARCH EQUITY, DIVERSITY & INCLUSIVE EX

Job ID	45643-1949	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=45643-1949">https://careers.indigenous.link/viewjob?jobname=45643-1949</a>	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2022-05-05	To: 2050-01-01
Job	Type: Full-time	Category: Education

### Description

At McMaster our purpose is the discovery, communication, and preservation of knowledge. Ranked as one of the world's top 75 universities, McMaster University is known for teaching and research excellence and our research strength is one of our most prized assets. We're home to some of the best minds and laboratories in the country, with research income and output rivaling those of universities more than twice our size. The University's efforts to undertake world-class research are led by the Vice-President, Research (VPR) who is responsible for developing and diversifying our research enterprise and for enhancing McMaster's reputation on the global stage. The Vice-President, Research provides strategic leadership, establishes institutional goals and priorities, and is responsible for aggressive pursuit of new partnerships, nationally and internationally, designed to capitalize on McMaster's significant research strengths. As outlined in the University's Strategic Research Plan, these activities are informed by a set of core values, including a commitment to ethics, equity and excellence in research. This commitment aligns with McMaster's Equity, Diversity and Inclusion (EDI) Strategy which includes among its goals the aim to enhance inclusive excellence in research, and with the University's Strategic Plan which aspires to embed an inclusive approach in everything we do.

The Vice-President Research is supported in these efforts by the Associate Vice-President Research, and three Assistant Vice-Presidents (Research Innovation and Partnerships; Research Administration; and Research, Nuclear). Job Summary:

Reporting jointly to the Assistant Vice-President Research Administration and Associate Vice-President Research the Manager, Research Equity, Diversity and Inclusive Excellence (&ldquo;Manager&rdquo;) is responsible for identifying, developing and implementing strategies to meet McMaster's equity, diversity, and inclusive excellence objectives as they pertain to research and commercialization, with particular emphasis on the University's Canada Research Chairs (CRC) Equity, Diversity, and Inclusion (EDI) Action Plan.

The Manager plays a critical role in promoting equity, diversity, and inclusive excellence in McMaster's research enterprise. Working in collaboration with the Equity & Inclusion Office, Faculty Deans and administrators, and offices within the VPR envelope, the Manager provides specialized guidance to key stakeholders across the University to support key EDI objectives associated with the CRC EDI Action Plan, as well as to advance a broader range of strategic EDI priorities in relation to research and commercialization activities. A key advisor and resource, the Manager delivers expert advice and guidance to the research community (researchers and administrators), and develops and implements strategic policies, practices and action plans to support and enable the pursuit of inclusive excellence in research and commercialization. Accountabilities:

### Strategic Planning and Management

The Manager is an integral member of the VPR's Management Team which meets regularly to assess the management and operation of, and set strategic directions for, provision of support to the research community. In this capacity, the MRED contributes to discussion of, and is a party to decisions concerning, the full range of issues that come under the purview of the Office of the Vice-President Research. Additionally, the Manager:

• Leads the VPR's efforts to promote principles of inclusive excellence in research and commercialization by engaging with all levels of the University.

• Works in consultation and collaboration with the Associate Vice President Equity & Inclusion and the Employment Equity Specialist.

• Provides input and expertise to senior administrators, faculty and staff on issues relating to EDI as they pertain to research, and interprets the impact of relevant University policies and procedures, including McMaster's CRC EDI Action Plan;

• Assesses, recommends and develops strategies for promoting equity and diversity and incorporating principles of inclusive excellence in research design, practice and commercialization.

• Plans, implements, monitors, and reports on McMaster's CRC EDI Action Plan.

• Develops and implements strategies to meet the CRC Program goals for the representation and support of historically underrepresented groups among chairholders.

• Advises on approaches and reviews content to support the incorporation of EDI into grant applications to reflect how research project aim to advance the University's EDI objectives.

• Prepares information and material for reports, presentations, meetings, requests, etc.

• Undertakes research and analysis for specific projects on behalf of the AVPR and prepares papers or briefing notes based on this work.

• Develops and analyzes metrics for measuring progress toward desired outcomes and the effectiveness of equity, diversity, and inclusive excellence initiatives.

• Manages all initiatives under the purview of the Manager, Research Equity, Diversity and Inclusive Excellence function.

Support of the Research Community

• Serves as key resource person for administrators and researchers on matters related to inclusive excellence in research.

• Communicates to the research community strategies for incorporating EDI and inclusive excellence principles in research design and practice.

• Works closely and collaboratively with the research community, including Faculty administrators and Deans, and the Offices of the Vice-Chancellor, President, Research.

• Provides strategic advice and guidance to researchers and administrators regarding EDI requirements of research funding programs.

• Drafts and edits components of research funding proposals that focus on EDI.

• Designs and develops tools, guidance documents, templates and processes to assist researchers with the incorporation of inclusive excellence in their research activities and research grant proposals.

• Interprets and communicates applicable policies, procedures, and guidelines to researchers, Deans, Chairs and other University personnel.

• Provides advice to researchers regarding the interpretation and application of institutional and funding agency EDI objectives and policies as they pertain to research.

• Responds to requests for information regarding the interpretation of policies, advice regarding strategic approaches to the incorporation of inclusive excellence in research, and assistance with development of sections of grant applications pertaining to EDI.

• Designs, develops, delivers and participates in workshops, meetings, and events related to EDI and inclusive excellence in research.

• Co-leads the University's EDI Action Plan Research Capacity-Building Implementation Team Institutional Liaison

• Serves as a liaison between the University and external sponsors concerning sponsors' EDI policies and regulations as they relate to the research enterprise.

• Consults with other universities to establish best practices pertaining to EDI in research.

• Stays abreast of emerging trends, nationally and internationally, in promoting inclusive excellence in research.

• Represents the interests of the VPR and AVPR on committees and outreach initiatives.

Institutional Compliance

• Evaluates current policies, practices and programs and external sponsor EDI requirements to ensure McMaster meets, and where possible exceeds, current best practices.

• Writes reports to sponsors on progress in achieving McMaster's EDI objectives as they pertain to research, including progress reports on the University's CRC EDI Action Plan.

• Updates and tracks progress in achieving the objectives outlined in McMaster's CRC EDI Action Plan.

• Ensures that EDI sections of proposals and reports comply with University policies, protect the University from legal liabilities, and conform to the criteria and guidelines of the relevant program sponsoring agency. Qualifications:

Education: Masters or PhD and/or equivalent work experience

Experience: Three to five years experience in a similar role, with a proven record of leading and advancing EDI initiatives within a post-secondary environment or similar organization.

• 5 years experience managing and successfully executing numerous priorities and multiple projects in a research environment.

• Work experience at one of the tri-council funding agencies (i.e. CIHR,

NSERC or SSHRC) is an asset. Knowledge/Skills: • Demonstrated knowledge of EDI best practices and ability to support/lead others in adapting to change

• Demonstrated knowledge of legislation, policies and concepts pertaining to equity, human rights, inclusion and diversity

• Depth and breadth of knowledge of research funding programs

• Thinks strategically, articulates a clear vision and ensures alignment with the University goals and objectives

• Strong verbal and written communication skills with the ability to communicate to a wide variety of stakeholders

• Operates with tact, discretion and high level of emotional intelligence, and sound judgement

• Demonstrated knowledge of research funding programs and sponsor EDI requirements

• Demonstrated success in relationship management and project management

• Utilizes a collaborative, consultative and inclusive approach with colleagues and other community members

• Ability to make decisions with authority and confidence

• Excellent written and oral communication skills

• Ability to work under very challenging time constraints and conditions due to multiple priorities and tasks

Dimensions:

Staff Supervised • none

Financial Accountability • none

External Impact and

Relationships

• Involvement with external parties, including funding agencies and other institutions

Operational • Provides strategic direction and expert advice to senior leaders, faculty and staff on matters pertaining to EDI within the context of research and commercialization

Administrative • Designs, develops and delivers strategies and tools to facilitate incorporation of principles of inclusive excellence in research and commercialization

• Ensures compliance with sponsor and University policies, practices and procedures as they relate to EDI within the context of research and commercialization

Programs or Projects

Managed

• Responsible for planning, implementing, monitoring and reporting on McMaster's CRC EDI Action Plan.

Working Conditions:

Physical Effort: • Normal as per office work

Physical Environment: • Normal as per office work

Sensory Attention: • Significant attention to detail is required

Mental Stress: • Managing complex sensitive issues and relationships

• A significant portion of the work is time-consuming, sensitive with competing priorities.

• Must be able to pivot seamlessly between projects and adjust priorities.

• Must be able to lead others through the type of cultural change necessitated by the incorporation of principles of inclusive excellence in research and commercialization.

Leadership Capabilities: Takes a Strategic Approach

• Promotes McMaster culture and values

• Understands global trends and impact

• Anticipates challenges, risks and outcomes

• Gathers key information and resources

• Enables strategic plans through role

Champions Change and Innovation

• Acts as a positive change agent

• Illustrates resilience and adaptability

• Is bold in championing innovations

• Identifies and fosters opportunities for continuous improvement

• Seeks and utilizes feedback

Communicates and Collaborates

• Identifies opportunities to collaborate with others

• Generates trust and an inclusive environment

• Listens with insight and respect

• Leverages internal and community networks

• Provides meaningful recognition

Develops People

• Engages in personal, team and leader development

• Celebrates and promotes diversity

• Actions learning to enhance value of work

• Inspires others using a coach approach

• Provides balanced and timely feedback

Drives Results

• Advances the University strategy

• Delivers with integrity

• Balances priorities to achieve success

• Accepts responsibility and accountability for

## results

- Takes prudent risks which enable innovation
- Operates with fiscal responsibilityInvests in Relationships
- Enhances the university brand, reputation and financial success
- Builds relationships using a service model approach
- Creates positive student, employee and partner experiences
- Participates actively in community engagement
- Demonstrates creativity in resolving issues

For more information, visit [McMaster University for MANAGER, RESEARCH EQUITY, DIVERSITY & INCLUSIVE EX](#)