



# 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.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/04/23

## Human Rights Consultant

|                    |   |                |
|--------------------|---|----------------|
| <b>Job ID</b>      | <b>83-89-08-71-2B-E6</b>  |                |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=83-89-08-71-2B-E6">https://careers.indigenous.link/viewjob?jobname=83-89-08-71-2B-E6</a> |                |
| <b>Company</b>     | Toronto Transit Commission  |                |
| <b>Location</b>    | Toronto, Ontario  |                |
| <b>Date Posted</b> | From: 2021-04-06  | To: 2021-05-06 |
| <b>Job</b>         | Type: Fixed-term  | Category: Law  |
| <b>Job Salary</b>  | \$83,246.80 - \$104,067.60  |                |
| <b>Languages</b>   | English   |                |

### Description

Requisition ID: 3634

Number of Vacancies: 2.00

Department: Human Rights & Investigations (20000019)

Salary Information: \$83,246.80 - \$104,067.60

Pay Scale Group: 9SA

Employment Type: Temporary (one term ending approximately December 31, 2021, and the other to approximately September 2, 2022)

Weekly Hours: 35, Off Days: Saturday and Sunday Shift: Day

Posted On: April 1, 2021

Last Day to Apply: April 15, 2021

Reports to: Manager - Human Rights

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

#### General Accountability

Implements and administers human rights programs and policies at the TTC, and provides guidance and assistance to all levels of TTC management, staff, and employees on a wide variety of human rights, accommodation, accessibility, and workplace violence related issues. Reviews, investigates, analyzes, and resolves complaints from employees and customers regarding alleged contraventions and/or other violations of TTC's policies including Respect and Dignity Policy and Workplace Violence Policy. Conducts mediations and other methods of conflict resolution. This role also develops and delivers education on human rights policies and legislative requirements.

#### Key Job Functions

• Investigates, analyses and resolves the more complex complaints regarding alleged contraventions and/or violations of the Ontario Human Rights Code ( "Code" ), the Occupational Health and Safety Act ( "OHSA" ) as it relates to workplace violence and workplace harassment (Bill 168 and Bill 132 amendments), the TTC's Respect and Dignity Policy, Accommodation in the Workplace Policy, Workplace Violence Policy, Accessibility for Ontarians with Disabilities Act ( "AODA" ) and other related legislation and corporate policies

• Develops and delivers various education and/or training programs to advance and support a harassment, discrimination and violence-free service and work environment

• Provides consultation to internal and external stakeholders with respect to issues regarding human rights, workplace violence workplace harassment, accommodation and/or accessibility

• Participates in the TTC Customer Service Ambassador Program

• Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies,

programs and/or services for employees and customers in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies.

#### Skills

- Create and deliver presentations in various formats
- Communicate in a variety of mediums
- Manage conflict
- Understand and apply relevant laws and regulations
- Gather information and conduct research
- Use office technology, software and applications
- Demonstrate specialized expertise and knowledge in the assigned field
- Provide specialized consultation

#### Education and Experience

- Completion of a post-secondary school education in human rights or a related field (e.g. Law, Diversity and Human Rights, Labour Relations, Public Policy and Administration, etc., combined with several years of directly related work experience
- Extensive interviewing and investigative skills and experience, particularly in workplace conduct investigations, as well as thorough knowledge of, and experience in, alternative dispute resolution (conciliation/mediation/negotiation) techniques acquired through training in workplace conduct investigations and negotiation/mediation
- Experience testifying in court proceedings, as an Expert Witness, subject matter expert (SME) in Human Rights related matters, or defending investigation findings, on behalf of an organization is an asset
- Completion of a Bachelor of Law (LL.B.) or Juris Doctor (J.D.) and experience in human rights law are assets

#### Additional Requirements

- Thorough knowledge of the Ontario Human Rights Code, the Human Rights Tribunal of Ontario's procedures, the Occupational Health and Safety Act, the Accessibility for Ontarians with Disabilities Act and other relevant legislation combined with a good knowledge of diversity and inclusion principles and jurisprudence related to human rights issues
- Must have a thorough knowledge of, and be able to interpret various TTC policies including the Workplace Violence Policy, the Respect and Dignity Policy, Accommodation in the Workplace, the Code of Conduct Policy, Diversity and Inclusion Policy, and Equal Opportunity policies, as well as Collective Agreements
- Excellent judgement and objectivity supported by strong analytical, problem solving and case management skills
- Strong relationship skills and ability to gain credibility and human rights champions at senior management levels to impact and influence decisions and affect actions
- Strong conflict resolution and mediation skills and experience
- Superior organizational and case management skills, and ability to independently manage a high volume of cases
- Demonstrates professional communication (both verbal and written), and interpersonal skills, including the ability to deal with issues of a sensitive and confidential nature
- Superior report writing, training, and presentation skills
- Demonstrated ability to manage competing priorities and work under pressure, and handle confrontational and emotionally charged issues
- Ability to multitask and manage competing priorities
- Proficient in the use of a PC and related software applications such as MS Word, Excel, case management databases, etc. required to perform duties

#### How to Apply

To find out more about the TTC and to apply online, by April 15, 2021, please click [Apply Now](#), click on [current employment opportunities](#) and enter Requisition ID 3634 in the search field.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The TTC is committed to fostering a positive workplace culture with a workforce that is representative of the communities it serves. Committed to the principles of diversity and inclusion, the TTC encourages applications from all qualified applicants. Accommodation is available for applicants, including those with disabilities, throughout the recruitment process. Please contact Human Resources - Employment Services at 416-393-4570.

The TTC's Employment Policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to relationship. Should you be selected for an interview, you will be required to disclose the name, relationship, and position of any relative who is a current TTC

employee.