



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
L9 P23 R4074 HWY 596 - Box 109
Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/17

Equity, Diversity, Inclusion and Accessibility Program Officer / Agent ou agente de programme, Équité, diversité, inclusion et accessibilité

Job ID	BD-0A-EC-C0-4C-5C	
Web Address	https://careers.indigenous.link/viewjob?jobname=BD-0A-EC-C0-4C-5C	
Company	National Research Council Canada	
Location	Various Locations, Across Canada	
Date Posted	From: 2024-04-17	To: 2024-04-23
Job	Type: Full-time	Category: Miscellaneous
Job Salary	\$69087-\$81221	
Languages	Bilingual Imperative: CBC/CBC	

Description

As a Program Officer on the EDI Team, you will report to the Team Leader of EDI. Your opportunities will include collaborating with other members of the EDI team to work on equity, diversity, inclusion and accessibility initiatives and projects for NRC IRAP. You will engage in research as requested and provide analysis of your findings to inform the Team Lead's decisions on the development of projects. You will evaluate learning products and training opportunities, and provide recommendations to support the NRC IRAP EDI strategic plan. Additionally, you will contribute to building and delivering informal learning to your NRC IRAP colleagues. You will enthusiastically build rapport and collaborate with Program Advisors, internal stakeholders and external parties to contribute to the implementation of the EDI strategy and action plan. You will work with the EDI Project Management Coordinator and EDI Program Advisors to develop evaluation strategies that support a robust EDI measurement, data management and reporting process.

Occasional travel may be required for training purposes and regional meetings

Job Title: Agent ou agente de programme, Equite, diversite, inclusion et accessibilite

A ce poste au sein de l'equipe chargee de l'EDI, vous releverez du ou de la chef de cette equipe. Vous aurez l'occasion de collaborer avec d'autres membres de l'equipe pour travailler sur des initiatives et des projets relatifs a l'EDI et a l'accessibilite pour le PARI CNRC. Vous effectuerez des recherches sur demande et fournirez une analyse de vos resultats afin d'eclairer les decisions du ou de la chef d'equipe sur l'elaboration de projets. Vous evaluerez les produits d'apprentissage et les possibilites de formation, et fournirez des recommandations pour soutenir le plan strategique du PARI CNRC en matiere d'EDI. En outre, vous contribuerez a la mise en place et a l'organisation d'un apprentissage informel pour vos collegues du PARI CNRC. Vous etablirez avec enthousiasme des relations et collaborerez avec les conseillers de programme, les intervenants internes et les parties externes afin de contribuer a la mise en oeuvre de la strategie et du plan d'action en matiere d'EDI. Vous travaillerez avec le coordonnateur ou la coordonnatrice en gestion de projet d'EDI et les conseillers du programme d'EDI pour elaborer des strategies d'evaluation qui soutiennent un processus solide de mesure, de gestion des donnees et d'etablissement de rapports dans ce domaine.

Vous pourriez devoir voyager a l'occasion dans le cadre de formations et de reunions regionales.

Experience

Experience supporting the implementation of a strategy and action plan that includes learning content

Significant experience in providing curated research materials, data and trend analysis to support project development.

Significant experience in communicating and collaborating with a variety of employee levels within an organization and building relationships with internal and external stakeholders.

Significant experience in creating, reviewing, and amending communications, Powerpoint decks and instructional materials (digital and print).

Advanced-level experience using the Microsoft Office Suite, specifically Powerpoint, Excel, Word and Outlook

Experience in developing evaluation strategies and analyzing/reporting on data and trends.

*Significant is defined as 2 to 6 years of experience

Experience a soutenir la mise en oeuvre d'une strategie et d'un plan d'action comprenant du contenu d'apprentissage.

Experience appreciable a fournir du materiel de recherche, des donnees et des analyses de tendances pour soutenir l'elaboration de projets.

Experience appreciable a communiquer et collaborer avec divers niveaux d'employes au sein d'une organisation et dans l'etablissement de relations avec les intervenants internes et externes.

Experience appreciable a creer, reviser et modifier des communications, des presentations PowerPoint et du materiel pedagogique (numeriques et imprimes).

Grande experience a utiliser la suite Microsoft Office, en particulier PowerPoint, Excel, Word et Outlook.

Capacite de planifier et de hierarchiser le travail sur des projets multiples et varies.

Par Â« experience appreciable Â», on entend une experience de 2 a 6 annees

Education Requirements

Requires college diploma or university degree in sociology, psychology, women's studies, gender studies, social justice or another discipline related to the duties of the position.

Equivalency based on a combination of education and experience would be considered.

For information on certificates and diplomas issued abroad, please see Degree equivalency

Diplome d'etudes superieures ou diplome universitaire en sociologie, en psychologie, en etudes feminines, en etudes de genre, en justice sociale ou dans toute autre discipline en lien avec les fonctions du poste

Pour plus de renseignements sur les certificats et diplomes obtenus a l'etranger, veuillez consulter Equivalence des diplomes

Essential Skills

Technical Competencies

Knowledge of the benefits and risks of IDEA (Inclusivity, Diversity, Equity and Accessibility) strategies and action plans in government and industry

Knowledge of current issues and trends in the IDEA landscape

Ability to present information clearly and concisely particularly terms and topics relating to EDI.

Knowledge of the MS office suite and the ability to create reports in Excel

Ability to analyze data and provide qualitative and quantitative analysis reports

Ability to communicate effectively orally and in writing.

Ability to plan and prioritize work on multiple diverse projects

----- Competences techniques

Connaissance des avantages et des risques des strategies et des plans d'action IDEA (inclusion, diversite, equite et accessibilite) au sein du gouvernement et de l'industrie.

Connaissance des questions et des tendances actuelles dans le domaine de l'IDEA.

Capacite de presenter des informations de maniere claire et concise, en particulier les termes et les sujets relatifs a l'EDI.

Connaissance de la suite Microsoft Office et capacite a creer des rapports dans Excel.

Capacite de analyser des donnees et de fournir des rapports d'analyse qualitatifs et quantitatifs.

Capacite de communiquer efficacement de vive voix et par ecrit.

Capacite de planifier et de hierarchiser le travail sur des projets multiples et varies.

Additional Skills

Behavioural Competencies

NRC-Wide - Client focus (Level 3)

NRC-Wide - Communication (Level 2)

NRC-Wide - Results orientation (Level 3)

Management services - Teamwork (Level 2)

Management services - Initiative (Level 2)

Management services - Conceptual and analytical ability (Level 2)

Competency Profile(s)

For this position, the NRC will evaluate candidates using the following competency profile(s): Management Services; NRC-wide

----- Competences comportementales

L'echelle du CNRC - Priorite au client (Niveau 3)

L'echelle du CNRC - Communication (Niveau 2)

L'echelle du CNRC - Orientation vers les resultats (Niveau 3)

Services de gestion - Travail en equipe (Niveau 2)

Services de gestion - Esprit d'initiative (Niveau 2)

Services de gestion - Capacite de concevoir et d'analyser (Niveau 2)

Profil(s) des competences

En ce qui concerne ce poste, le CNRC evaluera les candidat(e)s selon le(s) profil(s) des competences suivant(s) L'echelle du CNRC

Tous les profils de competences

How to Apply

Notes

Relocation assistance will be determined in accordance with the NRC's directives.

A pre-qualified list may be established for similar positions for a one year period.

Preference will be given to Canadian Citizens and Permanent Residents of Canada. Please include citizenship information in your application.

The incumbent must adhere to safe workplace practices at all times.

We thank all those who apply, however only those selected for further consideration will be contacted.

Please direct your questions, with the requisition number (21568) to:

E-mail: NRC.NRCHiring-EmbaucheCNRC.CNRC@nrc-cnrc.gc.ca

Telephone: 343-575-9808

Closing Date: 04/23/2024 - 23:59 Eastern Time

----- Remarques

L'aide a la reinstallation sera determinee conformement a la directive sur la reinstallation du CNRC.

Une liste de candidats prequalifies pourrait etre etablie pour une periode d'un an pour des postes semblables.

La preference sera accordee aux personnes qui sont citoyens canadiens et residents permanents du Canada. Veuillez inclure des renseignements a cet egard dans votre demande.

Le ou la titulaire doit en tout temps respecter les mesures de securite au travail

Nous remercions toutes les personnes qui postuleront, mais nous ne communiquerons qu'avec celles retenues pour une evaluation subsequente.

S.V.P. envoyez vos questions en incluant le numero de la demande (21568) a :

Courriel : NRC.NRCHiring-EmbaucheCNRC.CNRC@nrc-cnrc.gc.ca

Telephone : 343-575-9808

Date de fermeture: 19 Avril 2024 23h59 heure de l'Est