



Class No.:	Administrator
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Manager, Diversity, Equity, and Inclusion

NATURE AND SCOPE OF WORK

Reporting to the Vice President, People, Culture & Diversity, the Manager, Diversity, Equity, and Inclusion (DEI) manages the strategy and implementation of Human Resources initiatives, programs and processes in support of a supportive and healthy employee experience and support the overall values, vision and goals of Capilano University's Envisioning 2030 plan. Working with leaders and staff at all levels, the Manager, DEI will work towards cultivating a supportive and inclusive work environment for all our employees. The Manager, DEI is responsible for developing an action plan in alignment with our People Plan and Envisioning 2030 framework, as well as global best practices, and will oversee resources and programs related to DEI, including hiring and search practices aimed at developing a representative and inclusive organizational culture. This position is the key point of contact for program/department leaders across the University, partnering to educate, advise, guide and champion behaviors to support and incorporate workforce DEI into core organizational systems and practices.

While all members of the Capilano University have a shared responsibility to uphold the University's inclusive and distinct employee experience, the Manager, DEI, serves as the University's lead in advancing the University's commitment to DEI and people first mindset. The manager is the primary strategist of the University's DEI program and works closely with their colleagues in Organizational Development, Learning & Development, Talent Acquisition, Employee Experience and People Services, to round out the HR portfolio.

ILLUSTRATIVE EXAMPLES OF DUTIES

- In partnership with the Sr. Manager, OD, plans, develops, implements, and evaluates strategic plans to proactively support DEI through targeted initiatives and programming. Specifically, will lead the departmental strategic roadmap for Diversity, Equity & Inclusion (DEI).
- Develops and implements short and long-term DEI goals and objectives to ensure the delivery of effective and efficient services and achievement of the Envisioning 2030 and People Plan goals.
- Ensures that the University's strategy and programming is current and aligns with industry and DEI best practice.
- Identifies internal and external barriers and capitalizes on opportunities to improve gaps and streamline DEI processes.
- Fosters an environment of collaboration and a strong service excellence culture. Inspires, motivates, and guides team members by fostering commitment, team spirit and trust.



- Collaborates with colleagues to develop and implement internal and external communications, including development and maintenance of the University's DEI related internal and external webpages.
- Provides expertise consultation where required inside and outside the organization to positively influence the DEI landscape.
- Manage the implementation the DEI actions for the areas of focus with measurable goals and key performance indicators (KPIs)
- Leads or participates in HR or university-wide projects, strategic initiatives, and cross-functional teams.
- Responsible for managing and reviewing relevant HR operating budget, implementing actions to address variances and ensure cost-conscious decisions are pro-actively taken.
- Identify and collect relevant DEI data for analysis and create reports to support the university's actions and assess progress towards DEI commitments.
- Participates or chairs various committees on behalf of the VP, People, Culture & Diversity, including the DEI Action Plan Steering Committee.
- Manage the designs, delivery, and sourcing of courses, workshops, guest speaker events and other activities to help employees advance their skills and knowledge on DEI topics in support of organizational goals.
- Works with Human Resources Business Partners and Labour Relations colleagues to investigate, provide guidance to leaders and advise on matters related to employment equity.
- Provides advice and guidance and proactively supports departments with employee related conflicts and issues that pertain to equity, diversity, and inclusion.
- Collaborates with Human Resources, university stakeholders and other subject matter experts to support the development and integration of DEI into Human Resource practices including recruitment, selection, onboarding, leadership development, recognition, succession planning, and performance management.
- Performs other related duties/projects as required.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of DEI methodology and how to guide the cultural and behavioral changes needed to enable an inclusive environment.
- Proven strategic thinker, able to consider, develop and work through processes that transform goals to action and deliverables.
- Demonstrated experience in the management of successful programs, processes and tools in DEI.
- Positive relationship management and collaboration skills combined with the ability to influence at all levels of the organization.
- Excellent abilities in interpersonal communications, corporate writing, presentations, and networking.
- Demonstrated experience in leadership and the ability to engage and motivate actions at all levels through collaborative activities.



- Ability to manage multiple projects and execute time-sensitive and essential tasks/projects with a demonstrated ability to deal tactfully with sensitive issues.
- A high level of cultural competency and knowledge of cultural safety.
- Consistent ability to work well under pressure.
- Ability to work independently, innovate, take initiative, and exercise tact and diplomacy, while maintaining confidentiality.

REQUIRED TRAINING AND EXPERIENCE

- Previous experience in crafting and leading DEI strategies in the private and/or public sector
- Minimum 3 years working experience in DEI or a related field/experience.
- University degree in human resources or related field.
- Certification in Diversity, Equity, and Inclusion an asset.
- Equivalent combination of education, training, and experience may be considered.