

## **9492BR - Advisor, Diversity and Inclusion - Indigenous Community Engagement**

Halifax Regional Municipality is inviting applications for the permanent full-time position of **Advisor, Diversity and Inclusion - Indigenous Community Engagement** in The Office of Diversity and Inclusion in the Chief Administrative Office.

Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality's core values. This position will be designated with the intent to hire an individual from those who self-identify as Indigenous/Aboriginal People. Applicants are encouraged to self-identify on their electronic application.

Reporting to the Managing Director, Diversity and Inclusion, the Diversity Advisor is responsible for the development and implementation of Halifax's corporate Urban Indigenous Engagement strategy including approaches, policies, and implementation. The Diversity Advisor also provides advice, research, analysis and coordination on Aboriginal inclusion and engagement in Halifax. The position develops programs and initiatives; manages projects; ensures that research and analysis of information necessary to develop the strategy is accurate and complete. The Diversity Advisor is responsible to ensure that preparation of plans and reports related to the municipality's Urban Indigenous strategy are of high quality, completed in a timely manner and professionally and effectively communicated. The Diversity Advisor is involved with the development and implementation of Halifax's corporate diversity and inclusion framework.

### **DUTIES AND RESPONSIBILITIES:**

- Maintain a current knowledge of the diversity and inclusion environment in Halifax with an emphasis on Indigenous communities
- Collaborate with Business units on municipal government programs, policies and service delivery for urban Indigenous peoples
- Identify and articulate barriers to the equitable delivery of municipal services to urban Indigenous peoples
- Providing analysis and advice to HRM staff and management on:
  - organizational policies, processes and procedures to improve the delivery of municipal services to urban Indigenous people
  - the integration and alignment of the needs of urban Indigenous people within the overall design of municipal programs and services
- Monitor and track trends and provide high-level environmental scans to inform business units, senior staff and Regional Council in relation to the municipal needs of urban Indigenous peoples
- Manage special projects and respond to issues, trends and proposed initiatives identified by Senior staff, HRM business units and Regional Council

- Develop and support partnerships with community leaders, public/private agencies/non-profit organizations and other levels of government to leverage activities of various partners and to recommend changes to or development of programs, services, municipal policy, and legislation that will improve the quality of life for urban Indigenous peoples
- Provide support in the identification of resources, the preparation of project plans, identification of deliverables, timelines and desired outcome measures for organizational initiatives undertaken in order to implement a municipal urban Indigenous strategy
- Monitor the ongoing proceedings of Regional Council and Community Councils, in order to identify matters of diversity and inclusion significance which require a response in terms of the municipality's urban Indigenous strategy, prepare briefings and staff reports for staff and Regional Council as required
- Promote employment opportunities within HRM to people of designated groups
- In alignment with the Policy Development Policy, provide input to policy development and implementation
- Develop promotional materials to support workplace diversity and inclusion
- Contribute to the development of an organization-wide Diversity and Inclusion framework
- Through ongoing research and analysis, promote and support diversity and inclusion policies and practices
- Produce a range of deliverables including reports, presentations and briefing notes, set priorities, create a productive work environment, demonstrate and focus on results, produce tangible and effective work outcomes
- Represents HRM as directed with other levels of government on issues related to urban aboriginal programming or the development of related public policy
- Represents HRM as directed on agencies or boards performing a diversity and inclusion function
- Clearly understand the municipality's role with respect to diversity and inclusion, distinguish between HRM responsibilities related to its internal operations, processes and priorities and those of partners, other levels of government and the private sector
- Other duties as assigned

## **QUALIFICATIONS**

### **Education and Experience:**

- Undergraduate Degree (preferably in behavioral sciences, human resources management, social sciences, education, communication, human relations, education, or other relevant discipline) with a minimum of 3 to 5 years of directly related experience working with Indigenous peoples or organizations.
- Knowledge and internalized understanding of Indigenous social, educational and municipal issues, resources, and community

- Understanding of the cultural diversity among Indigenous people in Canada and within the Halifax Regional Municipality
- Knowledge of culturally appropriate ways of working with local Indigenous people
- Minimum of 3 years of supervisory experience
- Extensive experience in the field of equity, inclusion and diversity
- Experienced and knowledgeable in adult education principles and practices in relationship to the design and delivery of experiential programming and organizational development
- Experience working in a diverse and decentralized organization, ideally in the public sector
- Experience in dealing with significant organizational change
- Experience in developing constructive working relationships with people from different cultural backgrounds, including those associated with race, ethnicity, national origin, religion, socioeconomic status, age, gender, disability, sexual orientation, and/or other aspects of human diversity
- Experienced and knowledgeable in recruitment/selection, training, change management, workplace diversity, and other Human Resource programs and services
- Experienced and knowledgeable in consultation, facilitation, strategic planning and project management skills
- Thorough knowledge of principles of diversity in the workplace

**Technical / Job Specific Knowledge and Abilities:**

- Ability to provide high quality, strategic advice on a range of areas related to diversity and inclusion development, both on broad issues in particular issues impacting the Indigenous community
- Ability to work within a fast-paced environment with all levels of management and staff performing multi tasks
- Strong analytical capabilities and excellent written and verbal communication skills
- Ability to facilitate effective planning processes, actions results-based plans, maximize use of available resources, use innovation to access new resources, monitors results and adjusts accordingly
- Exercise tact, diplomacy, respect and good judgment in building relations, alliances and actions strategies with others to implement the Diversity and Inclusion Framework and to carry out HRM priorities

**Security Clearance Requirements:** Applicants may be required to complete an employment security screening check

**Please note** – Testing may be conducted as a component of the selection process to assess

technical and job specific knowledge. Candidates, who are selected for testing, may be tested in a group setting, scheduled at the employer's discretion

**COMPETENCIES:** Valuing Diversity, Communication, Customer Service, Visioning, Strategic Thinking & Innovation, Networking/Relationship Building, Organizational Awareness, Teamwork & Cooperation, Analytical Thinking, Decision Making, Developing Others

**WORK STATUS:** Permanent, Full-Time

**HOURS OF WORK:** 8:30am-4:30pm, Monday to Friday, 35 hours per week

**SALARY:** Non-Union, Level 8, \$88,690 - \$114,770

**WORK LOCATION:** Purdy's Landing Suite 301A

**CLOSING DATE:** Applications will be received up to **11:59pm on Thursday, January 16, 2025.**

**Please note:** We thank all applicants for their interest in this position. Only those applicants selected for interview/testing will be contacted.

During the recruitment process, applicants have the right to request an accommodation. Applicants invited to participate in an assessment process (such as an interview or testing) and who require accommodation, should discuss their needs with the Recruiter when invited to the assessment process.

(position #78623219)