

Senior Manager, Equity, Diversity and Inclusion – Job Ad

At UBC, we believe that attracting and sustaining a diverse workforce is key to the successful pursuit of excellence in research, innovation, and learning for all faculty, staff and students. Our commitment to employment equity helps achieve inclusion and fairness, brings rich diversity to UBC as a workplace, and creates the necessary conditions for a rewarding career.

Job Summary

A just, diverse, and inclusive intellectual space, which is free from all forms of discrimination, is the precondition for free inquiry and knowledge creation that form the core of UBC's agenda and the Peter A. Allard School of Law's commitment as articulated through its Strategic Plan. The Equity, Diversity and Inclusion (EDI) Senior Manager is responsible for the strategic development, oversight and leadership of proactive Equity, Diversity and Inclusion special projects and initiatives in support of Allard Law objectives and goals to create a culture of belonging for the Allard Law Community. This position oversees the operational implementation of the EDI strategy and helps to embed an EDI focus within the internal culture and practices and external-facing programs of Allard Law.

Reporting to the Associate Dean, EDI, the Senior Manager of EDI is responsible for furthering Allard Law's EDI agenda, working alongside the law school's EDI team. Working collaboratively with the Associate Dean, EDI as well as with stakeholders both in and outside the Law School, the Senior Manager, EDI will develop, promote and support a culture of respect, inclusion, and belongingness. EDI efforts at the law school are informed by historical discrimination and marginalization on the bases of race, disability, income and resource, immigration, political belief, ethnicity and religion, family and marital status, gender identity and expression, LGBTQ2S+ identity, agism, and colonization. Through educational and capacity-building initiatives across the Law School, the Senior Manager of EDI helps the EDI Team to address these bases of marginalization and promote belongingness.

The Senior Manager of EDI will lead the development and delivery of EDI education programming and will offer advice on projects, initiatives and practices that will help to embed an intersectional, anti-oppressive, anti-racist and decolonial approach to EDI in the law school. In addition to Allard Law's Strategic Plan, the Senior Manager will engage with and support the implementation of university-wide initiatives related to EDI such as the UBC's Strategic Plan, the Indigenous Strategic Plan and the Anti-Racism and Inclusive Excellence Taskforce recommendations within the law school.

Organizational Status

Reporting to the Associate Dean EDI, the Senior Manager will advise and mobilize support for appropriate initiatives to promote a workplace environment that engenders diversity, equity, inclusion and belonging within the law school.

The Senior Manager of EDI is a practitioner who has the vision and skills to ensure the principles of EDI are embedded and reflected in the daily operation of Allard Law.

Work Performed

- Lead the development and implementation of strategies to promote equity, diversity, and inclusion (EDI) within Allard, in collaboration with the Associate Dean Equity, Diversity and Inclusion and the Dean's Office.
- Develop and implement EDI-focused organizational change strategies, initiatives, and programs that align with Allard Law's vision, strategy, and goals for equity, diversity, and inclusion.

- Develop an EDI Plan with corresponding performance indicators and a measurement framework to assess the law school's priorities, programs, and practices.
- Lead a data-driven agenda in shaping EDI priorities and policies, articulating local and national EDI data in graphs, charts, and diagrams for broader understanding by Allard community members, alumni, donors, and friends of Allard.
- Review Allard Law guidelines and practices through an EDI lens to identify systemic barriers and gaps, providing recommendations for improving EDI practices to eliminate biases and barriers to equity and inclusion.
- Evaluate EDI program effectiveness by measuring outcomes and determining whether EDI objectives have been achieved, presenting such evaluations using graphs, charts, and diagrams.
- Develop, facilitate, and evaluate Train-the-Trainer models within Allard Law to enhance the capacity and sustainability of educational initiatives.
- Develop an EDI training program for all members of the Allard Law community and oversee the process for sourcing and coordinating the program.
- Facilitate meaningful collaborations and engagement with campus EDI service providers and units to nurture and sustain effective partnerships.
- Serve as a subject matter expert and advisor to the Associate Dean EDI, other Associate Deans, and Senior Leadership team members at Allard.
- Develop strong relationships with different constituents of Allard Law to foster a deep understanding of the operational needs of the school, particularly using an EDI lens.
- Build relationships and communicate with Allard Law stakeholders and affinity groups to advise the experiences of equity-deserving groups.
- Advise on Allard Law's communication strategies, creating EDI communication channels to ensure all equity-deserving groups are given a voice, working closely with the Associate Dean EDI and the EDI Coordinator.
- Develop recruitment plans and programs aimed at attracting diverse and high-caliber candidates, cultivating a culture where an EDI lens is applied to all recruitment initiatives for students, staff, and faculty.
- Collaborate with members of the HR team to design EDI-focused recruitment initiatives encompassing both staff and faculty recruitment.
- Partner closely with the Allard Law Admissions team to enhance the diversity of Allard's student recruitment endeavors.
- Identify opportunities for diversifying committees and decision-making processes within Allard Law, and for diverse representations of Allard Law in its outreach activities.
- Lead the development and completion of EDI projects and initiatives.
- Oversee the coordination of events to promote the importance of EDI and cultivate EDI competencies.
- Manage implementation activities, develop processes, documentation, and communication for program/process rollout and ongoing consultation at the Law School.

Consequence of Error/Judgement

The incumbent acts collaboratively and within broad guidelines. The incumbent must exercise their position is responsible for providing strategic vision and direction for the EDI team in achieving the objectives of the program. Incorrect decisions/judgment can adversely affect the ability of the Faculty to achieve their key EDI objectives, as well as the reputational and other interests of the EDI team and the Faculty of Law and the University.

Supervision Received

Works under the direction and supervision of the Associate Dean, EDI.

Supervision Given

Supervises the Coordinator, EDI

Minimum Qualifications

Undergraduate degree in a relevant discipline. Minimum of five years of related experience, or the equivalent combination of education and experience.

- Willingness to respect diverse perspectives, including perspectives in conflict with one's own
- Demonstrates a commitment to enhancing one's own awareness, knowledge, and skills related to equity, diversity, and inclusion

Preferred Qualifications

- Extensive knowledge of equity, diversity, and inclusion principles and practices
- Previous experience working in EDI-related roles within higher education or the legal profession
- Demonstrated leadership abilities and the capacity to engage effectively with diverse stakeholder
- Strong communication skills, with a willingness to respect diverse perspectives, including perspectives in conflict with one's own
- A good knowledge of Equity issues, legal communities, and the University
- Work experience with Equity based initiatives is preferred.
- Law degree L.L.B./J.D. or degree or education in paralegal/legal studies and/or post-secondary institutions is an asset.
- Experience developing and delivering training programs on topics related to equity and inclusion.
- Proficiency in data analysis and program evaluation techniques.
- Ability to communicate effectively verbally and in writing.
- Ability to deal with a diversity of people in a calm, courteous, and effective manner.
- Ability to maintain confidentiality and exercise tact and discretion.
- Ability to prioritize and work effectively under pressure to meet deadlines.
- Ability to identify and analyze key information and issues, and effectively resolve problems.
- Ability to be thorough, accurate, and have a high level of attention to detail.
- Demonstrated proficiency using MS Office suite specifically, MS Word and MS Excel.

This position may require work outside of regular work hours, but will normally be limited to 8:30 to 4:30 Monday to Friday.