



JOB DESCRIPTION

We at Kwantlen Polytechnic University respectfully acknowledge that we live, work and study in a region that overlaps with the unceded traditional and ancestral First Nations territories of the Musqueam, Katzie, Semiahmoo, Tsawwassen, Qayqayt, and Kwikwetlem, and with the lands of the Kwantlen First Nation, which gifted its name to this university.

POSITION: HR Specialist, Equity, Diversity, & Inclusion (EDI)

DEPARTMENT: Organizational Development **DATE CREATED:** December 2023

DIVISION/FACULTY: Human Resources **DATE REVISED:**

ORGANIZATIONAL STRUCTURE

This role reports to the Director, Organizational Development & Employee Experience.

PRIMARY FUNCTION

The HR Specialist, Equity, Diversity & Inclusion (EDI) is a member of the broader Human Resources department and will be joining the Organizational Development and Employee Experience team. This role will be focused on supporting the internal HR team and will work closely with the Director of Organizational Development & Employee experience and the Office of Equity and Inclusive Communities (OEIC). The Specialist will create and provide ongoing support for HR programs, practices and initiatives specifically within the HR Department, all of which support KPU's commitment to an equitable and inclusive learning and working environment.

Responsibilities will include reviewing and revising HR policies to align with effective EDI practices, supporting relevant training for HR related matters to the HR team, and fostering an inclusive workplace culture. This will include implementing and enhancing HR specific programs, in collaboration with OEIC, as it relates to EDI and the Employee Experience, as per strategy and priorities set by the Director. The specialist will take the lead on coordinating HR specific EDI programs and initiatives within the HR Department. A key aspect of this role will be to liaise and work closely with our Office of Equity and Inclusive Communities (OEIC).

KEY RESPONSIBILITIES

1. Oversees the ongoing work of EDI within the Human Resources department.
2. Supports EDI related recommendations that are directly related to the HR Department.
3. Supports the integration of EDI principles into HR policies and practices; such as reviewing and revising policies related to recruitment and hiring to align with effective EDI practices. This work is done in alignment with the OEIC goals and priorities to ensure consistency.
4. Delivers and organizes relevant trainings for the Human Resources department.

5. Monitors and analyze EDI HR metrics to assess effectiveness of EDI related matters and find opportunities to enhance the employee experience, and creates reports that will assist with decision making for HR programming.
6. Conducts and gathers information on workplace culture to identify areas of improvement within the HR space.
7. Works with Human Resources Business Partners and Labour Relations colleagues to investigate, provide guidance to leaders and advise on matters related to employment equity, as needed.
8. Assists the Director with reviewing and designing HR training materials to ensure they have an EDI lens.
9. Conducts research on employee-related HR EDI issues in higher education and stays current with any changes in legislation and best practices for an HR Department.
10. Organizes, facilitates, and supports meeting logistics, as needed.
11. Participates on various committees across the University.
12. Undertakes a variety of special projects related to EDI in HR, as required by the Director of Organizational Development & Employee Experience.
13. Supports the full Organizational Development team with Employee Experience and Employee Engagement initiatives and programs.
14. Establishes a high personal standard of service and performance by actively participating in other duties as assigned, education seminars, training programs, etc.
15. Contributes to and promotes a safer, respectful, and inclusive work environment by adhering to University policies and procedures and completing mandatory training programs.

QUALIFICATIONS

EDUCATION & EXPERIENCE

- Bachelor's degree in a related field (i.e. Human Resources, Sociology, Education, Business Administration, Law, etc.);
- Minimum of two (2) years working in the HR field/sound knowledge of HR practices and programs;
- Minimum of two (2) years of diversity and inclusion experience in a work or volunteer environment. This can include equity, diversity, and inclusion work outside of regular job duties;
- Training or certification in equity, diversity, and inclusion, or similar;
- Or an equivalent combination of education and experience.

COMPETENCIES

- Demonstrated understanding of equity, diversity, and inclusion work.
- Demonstrated understanding of HR programs, practices and policies.
- Demonstrated understanding of unconscious bias, microaggressions, and intersectionality.
- Demonstrated experience in group facilitation.
- Experience in working with individuals from equity-denied groups.
- Demonstrated ability to be aware and support others' needs.
- Demonstrated ability to support tough conversations.

- Working knowledge of human rights laws and other relevant legislation.
- Experience with qualitative and quantitative research and data analysis.
- Strong communication skills (both oral and written).
- Strong presentation skills, including experience delivering to both small and large audiences.
- Ability to design, deliver, and source programming and/or training.
- Ability to maintain strict confidentiality.
- Ability to interpret and apply university and departmental policies, procedures, and guidelines.
- Ability to multi-task, be self-directed, and to make decisions to meet deadlines.
- Ability to travel between campuses.