

Director, Respect, Diversity, and Inclusion

Position Details

Position Information

Position Title

Director, Respect, Diversity, and Inclusion

Who We Are

At BCIT, putting people at the core of everything we do is paramount. This idea is the foundation of BCIT's [People Vision](#), which describes the Institute's goals and priorities in respect to our people. In a complex and uncertain world, it's vital our people feel valued, supported and connected. BCIT champions a culture of innovation and global progress through people's imagination and creativity. With a competitive compensation package, great work-life balance, and career advancement opportunities, see why we've earned the title of one of [BC's Top Employers](#) for over ten years running.

Position Summary

BCIT's **Respect, Diversity and Inclusion** department is seeking a **regular, full-time (1.0 FTE) Director, Respect, Diversity, and Inclusion**. This position Provides strategic direction in creating a respectful and inclusive environment for all students, employees and faculty. Develops and leads implementation of strategies, plans, practices, policies and initiatives that support the Institute's goals and objectives for a culture of respect, diversity and inclusion in the learning and working environment. Ensures compliance with policies, standards and collective agreements and legislation. Manages service delivery including confidential consultations, investigations, interventions, mediation, conflict resolution and reporting on complex, highly sensitive matters. Manages development and delivery of programs that educate and promote awareness of the Institute's values of respect, diversity and inclusion, and related policies and practices..

Duties & Responsibilities

KEY ACCOUNTABILITIES:

- Develops strategies, plans, practices and policies that advance the Institute's goals and objectives for a culture of respect, diversity and inclusion (RDI) in the learning and working environment.
- Develops a framework of policies, standards and procedures, and implements the necessary controls to identify issues and takes action to mitigate risks to the Institute's respectful learning and working environment. Ensures compliance with policies, collective agreements, and applicable legislation
- Leads the delivery of respectful environment services based on best practice, case law and changes to legislation. Oversees and engages in confidential consultations, investigations, interventions, mediation, conflict resolution and reporting on complaints of harassment, discrimination, bullying and other issues under the Institute's Harassment and Discrimination policy and procedure.
- Manages development and delivery of programs that educate and promote awareness of the Institute's respectful learning and working environment policy and all related practices, including those pertaining to diversity and inclusion. Identifies and addresses systemic barriers that conflict with the Institute's values of respect, diversity and inclusion.
- Acts as a strategic advisor to the Institute's executive, faculty, management, staff, students, and union representatives on dispute mitigation and respectful environment matters. Provides advice and recommendations on best practices, methods and techniques in developing, designing and implementing a comprehensive campus wide sexual violence prevention and response approach.
- Collaborates with the Indigenous Initiatives and Partnerships Office, department leaders and other key partners to develop, deliver and integrate program planning approaches. Works closely with key partners, including unions and student association to maintain productive partnerships.
- Liaises with HR leaders to ensure the principles of a respectful learning and working environment are embedded in all people management policies and practices.

- Manages the protection and storage of highly sensitive and confidential information and documentation, particularly as it relates to complex investigations of respectful environment issues, involving collection and assessment of information from multiple stakeholders.
- Promotes awareness of the Anti-Racism Framework and the Institute's respectful learning and working environment policy, including practices related to RDI matters, through internal public events.
- Represents the Institute to external community, organizations, and agencies on matters related to respect, diversity and inclusion. Chairs the Harassment & Discrimination Steering Committee and oversees various other committees, contributing expertise and ensuring that the community is represented in a respectful way and the Institute's respectful learning and working environment is considered in all planning processes and decisions.
- Provides reports on key RDI initiatives, achievements, emerging issues and risk analysis to the President, Senior Team and other Institute partners related to respectful environment matters.
- Develops and manages the department budget, monitoring monthly expenditures, reviewing and reconciling variances, and preparing related reports.
- Manages reporting staff, including selection, coaching, mentoring, development, performance management and all other people-management practices.

Qualifications

QUALIFICATIONS & REQUIREMENTS:

- Bachelor in relevant discipline or Juris Doctor Degree in Law preferred.
- Formal training and significant experience in mediation and conflict resolution.
- Minimum 10 years' experience at progressive levels of responsibility in a related field, including a leadership role with emphasis on development and delivery of respectful environment programs.
- An equivalent combination of education and experience may be considered.
- Expert knowledge of the concepts, theories, practices and techniques related to respectful learning and working environments with advanced expertise in human rights law and matters relating to harassment, discrimination, diversity, bullying, inclusion and accessibility.
- Expert knowledge of procedural fairness in conducting investigations and conflict resolution processes.
- Advanced relationship management skills with ability to build productive, collaborative relationships between management, employees, unions, student association and other internal/external partners, particularly when addressing highly complex, sensitive matters.
- Excellent communication and interpersonal skills with expertise in public speaking, facilitation, investigation, intervention, mediation and conflict resolution; ability to obtain commitment and action from others via persuasion and influence.
- Advanced analytical skills and ability to apply sound judgment in problem solving, evaluating courses of action, and making decisions on respectful environment matters.
- Advanced leadership skills and ability to manage a team of reporting practitioners.
- Demonstrated ability to take initiative and work with limited direction.
- Advanced literacy in standard office systems and applications.

Additional Information

Benefits – Why you'd love working with us

- Competitive pay
- Minimum of twenty-five days of vacation
- Competitive employer-paid extended health and dental plan – take a look at our [benefit plans!](#)
- Defined benefit [pension](#) plan with employer contributions
- Flexible hybrid work arrangements available
- [Professional Development](#) funds and resources
- Access to most BCIT Flexible Learning [courses](#) free of charge
- [Wellness](#) and Employee Assistance programs
- Complimentary membership with free access to the Fitness Centre, Gymnasium, and [more](#)

BCIT values diverse experiences, ideas, cultures and perspectives and is committed to fostering a diverse and inclusive workplace. As an equal opportunity employer, we encourage applications from members of all groups experiencing barriers to equity. If you require accessibility accommodations during any part of the application or hiring process, please contact RecruitmentAssistant@bcit.ca so we can best support you. Please note that all applications must be submitted via the careers page portal, **email applications will not be accepted.**

The British Columbia Institute of Technology acknowledges that our campuses are located on the unceded traditional territories of the Coast Salish Nations of xwməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔ (Tsleil-Waututh).

Position Details

Posting Category	Management
Salary Range	\$132,235 - \$190,088, with a control point of \$165,294 per annum
Additional Salary Information	The Compensation Range is the span between the minimum and the maximum base salary for a position. The control point of the range represents an employee that possesses full job knowledge, qualifications, and experience for the position. In the normal course, employees will be hired, transferred, or promoted between the minimum and the control point of the salary range for a job, taking internal equity into account. Salaries above the control point may be considered for extenuating circumstances and must be approved by an external governing body.
School/Service Area	Executive Offices/VP Offices
Campus Location	Burnaby campus
Bargaining Unit	Management
Job Status	Regular
Full-Time/Part-Time	Full-Time
Number of Vacancies	1
Anticipated Start Date	04/29/2024
Anticipated End Date	
Competition Information	
Competition Number	24M132
Competition Open Date	03/02/2024
Competition Close Date	
Open Until Filled?	Yes
Quicklink for Posting	https://careers.bcit.ca/postings/8183

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. What is the highest level of education attained?
 - o GED

- o High School Diploma
 - o Certificate
 - o Diploma
 - o Associates Degree
 - o Bachelors Degree
 - o Masters Degree
 - o PHD
2. How many years of experience do you have in this type of position?
- o 0-1
 - o 1-2
 - o 3-5
 - o 6-9
 - o 10+
3. All positions at BCIT require on campus presence at the applicable campus location(s). This means the successful candidate must be able to and willing to relocate to the Lower Mainland. Please select from the following that best describes your situation:
- o I currently reside in the Lower Mainland
 - o I do not currently reside in the Lower Mainland, however I am willing and able to relocate if found to be the successful candidate
 - o I do not currently reside in the Lower Mainland and I am unwilling to relocate
4. Given the posted salary range for this position, please indicate your salary expectation should you be the successful candidate for this position.

(Open Ended Question)

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None