



Policy Consultant, Anti-Racism

Requisition ID: 2736

Number of Vacancies: 2.00

Department: Diversity & Human Rights (20000019) - Racial Equity Office (30000523)

Salary Information: \$95,877.60 - \$119,919.80

Pay Scale Group: 10SA

Employment Type: Regular

Weekly Hours: 35, **Off Days:** Saturday and Sunday

Posted On: September 15, 2020

Last Day to Apply: October 6, 2020

Reports to: Manager - Racial Equity

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

General Accountability

Provides key leadership for the integration and application of an anti-racism and anti-Black racism lens to systems, policies, and practices at the TTC. This position will support and advance the TTC's Anti-Racism Strategy and the City of Toronto Action Plan to Confront Anti-Black Racism, for greater racial equity, transparency and accountability at the TTC. This role will contribute strong analytical and conceptual thinking, research skills and expertise in stakeholder engagement to a smart, dynamic racial equity team.

Key Job Functions

- Develops and implements policy, including an anti-racism policy
- Ensures an anti-racism and anti-Black racism analysis is applied to research, development, implementation, interpretation and evaluation of TTC's policies, programs and procedures
- Coordinates strategic policy development in collaboration with a range of internal and external stakeholders and provides advice and support in the application of an anti-racism and anti-Black racism lens to policy development at the TTC
- Reviews employment processes by analyzing the human resources systems, policies and practices to determine how they may have a different impact on Black, Indigenous and racialized talent,

and identify any systemic biases and/or or systemic discrimination impacting Black, Indigenous and racialized talent.

- Facilitates meaningful customer and employee engagement processes to ensure that policy positions are rooted in the needs, experience and expertise of Black, Indigenous and racialized communities
- Acts as a key point of contact and business partner across the TTC to provide consultation, advice and support on race relations matters
- Maintains subject matter expertise by remaining current on diversity and anti-racism trends, strategies, best practices, new developments, and legislative changes under the Ontario Human Rights Code and related legislation
- Prepares and delivers research memos, written reports, external publications, briefs and/or presentations on diversity, anti-racism and race relations related issues, policies or programs
- Collects and analyzes data, and develops, tracks and reports on key performance indicators for TTC's Anti-Racism Strategy and the Toronto Action Plan to Confront Anti-Black Racism outcomes including, race-based data, staff training, development and recruitment programs
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Helps to build an inclusive and accessible work and service environment for all employees and customers. Ensures the needs of employees and customers are accommodated in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies

Skills

- Apply analytical skills
- Develop/document policies and procedures
- Train and instruct individuals and / or groups
- Counsel, advise, and coach in the relevant discipline
- Demonstrate appropriate and effective interpersonal communications through various media
- Demonstrate specialized expertise and knowledge in the assigned field

Education and Experience

Completion of post-secondary education in a related discipline or a combination of education, training and experience deemed to be equivalent.

Additional Requirements

- Considerable experience in anti-racism strategic policy development and planning, policy analysis and program evaluation
- Experience working with Black and racialized community groups in the formulation of social policy, analysis and/or research
- Makes recommendations and provides consultative advice on the appropriate collection of race based data consistent with human rights legislation and the Ontario Data Standards for the Collection of Race Based Data
- Project management experience, managing complex assignments from inception through to implementation with minimal direction while balancing political, community and other stakeholder interests, and resolving conflicts
- Experience with the goals and strategies and history of anti-racism and confronting anti-Black racism movements in Toronto
- Experience working with external stakeholders and senior management within the public sector
- A comprehensive understanding and knowledge of race and racism, anti-Black racism, anti-Indigenous racism, Islamophobia, Anti-Semitism and other forms of racism against racialized groups
- Knowledge, involvement and familiarity with the history of and barriers faced by racialized, Indigenous and Black communities due to racism and anti-Black racism, issues of equity and systematic change
- Ability to work under pressure to meet deadlines
- An exceptional level of communication skills with a particular emphasis on writing ability
- Sound interpersonal skills, cross-cultural awareness and understanding, combined with good judgement
- Familiarity with government legislation in the area of Occupational Health and Safety
- Ability to support the TTC's values to ensure a culture that champions anti-racism, equity, diversity and respectful workplaces
- Knowledge of: precarious work and inclusive economic issues; human service system planning and integration; barriers faced by racialized, Indigenous and Black customers due to racism and anti-Black racism; population and/or place-based social policy development; and/or issues of equity and systemic change
- Must keep current on changes to legislation, government policy and/or case law relating to human rights issues, and best practices related to anti-racism, diversity and inclusion

To find out more about the TTC and to apply online, by **October 6, 2020**, please visit www.ttc.ca/jobs, click on "current employment opportunities" and enter **Requisition ID 2736** in the search field.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The TTC is committed to fostering a positive workplace culture with a workforce that is representative of the communities it serves. Committed to the principles of diversity and inclusion, the TTC encourages applications from all qualified applicants. Accommodation is available for applicants, including those with disabilities, throughout the recruitment process. Please contact Human Resources - Employment Services at 416-393-4570.

The TTC's Employment Policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to relationship. Should you be selected for an interview, you will be required to disclose the name, relationship, and position of any relative who is a current TTC employee.