



Diversity Consultant

Requisition ID: 2908

Number of Vacancies: 1.00

Department: Diversity & Human Rights (20000019) - Diversity & Human Rights (30000048)

Salary Information: \$75,602.80 - \$94,494.40

Pay Scale Group: 8SA

Employment Type: Regular

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

Posted On: November 4, 2020

Last Day to Apply: November 12, 2020

Reports to: Manager, Diversity

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

Participates in the development, implementation, and administration of various Diversity Department programs. Provides diversity and inclusion research, analysis, reporting and project support; monitors and analyzes employee demographic data and the source of complaints and concerns, and recommends strategies to advance diversity and inclusion; and assists with developing and delivering training and education.

Key Job Functions

- Plans, develops, and implements key diversity projects under the guidance of the Manager of Diversity
- Manages and overcomes resistance to change when implementing new ideas, projects, and initiatives

- Establishes, meets, and reports on key deliverables and timelines
- Coordinates and works alongside other TTC staff in various departments to advance and deliver on projects
- Conducts research and analysis in a number of areas including diversity and inclusion principles and best practices, new programs and initiatives, employee networks, supplier diversity, organizational change methodologies, trends, etc.
- Recommends strategies to resolve emerging issues by using expertise and knowledge to determine best solutions for the organization
- Prepares written comments, reports, and summaries on various research topics
- Tracks and measures TTC's progress on diversity and inclusion initiatives, and on embedding diversity and inclusion into the delivery of organizational programs and services
- Collects, studies, analyzes, monitors, and prepares reports on internal diversity and inclusion demographic data and survey information, and helps develop new methods and metrics for measuring and tracking progress in achieving diversity and inclusion goals
- Participates in the development, implementation, and administration of various education, training, and resource tools to advance and support a diverse and inclusive work environment
- Liaises with internal and external stakeholders to advance diversity, inclusion and human rights
- Builds and maintains strong relationships with internal and external stakeholders, networks and community partners, and actively engages and collaborates with others to deepen the culture of diversity and inclusion at TTC
- Consults with all levels of TTC management, staff and unionized employees on matters related to diversity, inclusion and human rights
- Provides expert consultation advice and addresses individual diversity and inclusion issues and concerns raised by employees and managers
- Consults with external agencies, organizations and networks in the course of diversity, inclusion and human rights research and analysis;
- Liaises internally with DHRD staff, Human Resources and other TTC departments in the course of research and analysis
- Collaborates and provides assistance with the development and ongoing support of internal employee resource groups
- Liaises with internal and external stakeholders to advance diversity and inclusion
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies, programs and/or services for employees and customers 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

- Create and deliver presentations in various formats
- Gather information and conduct research
- Understand and apply relevant laws and regulations
- Use office technology, software and applications
- Communicate in a variety of mediums
- Manage human resources
- Provide specialized consultation

Education and Experience

- Completion of post-secondary school education in diversity and inclusion studies or a related field, (e.g. Law, Labour Relations, Public Policy and Administration, Social Studies, Social Work, etc.) combined with a few years of directly related work experience

Additional Requirements

- Comprehensive knowledge of diversity and inclusion principles, best practices, tools and processes to integrate diversity and inclusion strategies into the work and service environments
- Thorough knowledge of the Ontario Human Rights Code and policies, the Human Rights Tribunal of Ontario's procedures, the Occupational Health and Safety Act, Anti-Racism Act, the Accessibility for Ontarians with Disabilities Act and other relevant legislation combined with a good knowledge of equal opportunity principles
- Experience in research, data collection, analysis, interpretation and reporting of qualitative and quantitative data
- Ability to analyze and present data and research materials in a variety of forms including written reports, presentations, charts/graphs, etc.; and knowledge of web-based applications
- Experience with diversity and inclusion related organizational change strategies and mechanisms; and familiarity with emerging diversity and inclusion new developments and trends
- Proficiency in the use of Microsoft Word, Outlook, Excel, PowerPoint

- Strong interpersonal and effective communication (oral and written) skills including ability to maintain effective working relationships
- Attention to detail with ability to process information and identify gaps
- Excellent judgement and objectivity supported by strong analytical, problem solving skills and case management skills
- Excellent organizational, communication skills (both verbal and written), collaboration and interpersonal skills, including the ability to deal with issues of a sensitive and confidential nature; effective report writing and presentation skills

To find out more about the TTC and to apply online, by **November 12, 2020**, please visit www.ttc.ca/jobs, click on “current employment opportunities” and enter **Requisition ID 2908** 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.