



VISION:

A city that inspires

MISSION:

Working together to enhance the quality of life for all residents

VALUES:

Sustainability,
Inclusivity, Innovation,
Accountability,
Excellence, Bilingualism

INCLUSION AND EMPLOYEE ENGAGEMENT ADVISOR

Office of the Chief Administration Officer – Job # P1220

CLOSING DATE: NOON – MARCH 13, 2024

JOB SUMMARY:

This position reports to the Chief Administration Officer (CAO).

The incumbent will initiate, lead and promote inclusion and engagement initiatives in partnership with the Leadership Team and various functions across the corporation. This role will act as a key resource by providing support and strategic counsel.

APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at www.moncton.ca/careers. We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit www.moncton.ca/careers for information on the hiring and application process at the City of Moncton.

WORKING AT THE CITY OF MONCTON:

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and benefits package.

[City of Moncton Salary and Wage Scale](#)

EDUCATION:

- High School graduate or equivalency.
- Bachelor's degree and certification in DEI such as the Canadian Certified Inclusion Professional (CCIP), or willingness to become certified.

Or

- Bachelor's degree in relevant discipline (Diversity and Inclusion, Indigenous Studies, Human Resources, Sociology, Social Sciences, Business/Public Administration).
- Certification in change management would be an asset.

EXPERIENCE:

- At least five (5) years of progressive experience as a collaborative change leader in a complex organization.
- Demonstrated passion and experience in initiating, developing and delivering engagement initiatives.
- Demonstrated passion and experience in initiating, developing and delivering DEI initiatives.
- High level of cultural competence with experience working effectively with diverse individuals and communities.
- Demonstrated ability to communicate with impact, make complex topics clear and challenge assumptions constructively and confidently with excellent judgment, sensitivity, analysis and decision-making skills.

LANGUAGE:

- The ability to communicate in both official languages is a requirement. Ability to communicate effectively in both languages (oral English and French) is required. Must meet ADVANCED (3+) Level as per the Province of New Brunswick Linguistic Standards in both languages as a minimum requirement.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of evolving issues and practices related to Diversity, Equity and Inclusion.
- Knowledge of the United Nations Declarations on the Rights of Indigenous Peoples and the Truth and Reconciliation Commission Calls to Action
- Excellent presentation and communication skills.
- Demonstrated ability to work with various sectors of the community to jointly implement programs and services. Excellent interpersonal skills.
- Ability to negotiate with stakeholders, government and the citizens when necessary.

- Results-oriented and decisive, with the ability to multi-task.
- Self-motivated and highly capable of solving complex problems
- Proven ability to think and act strategically
- Demonstrated research and analytical skills and excel at serving as an internal resource and consultant, working collaboratively with multiple stakeholders in sensitive contexts
- Strong professional, independent thinking skills with strength in problem solving and the ability to offer constructive opinions and creative solutions.
- Ability to effectively utilize various administrative programs (MS Office) and understanding of programs available to enhance the performance of the Division

OTHER:

- Valid Class 5 Driver's Licence.

STAKEHOLDERS:

- An exceptional collaborator across all levels and functions who proactively develops trusting relationships with key stakeholders and tailors influencing and communication style accordingly.
- High level of professionalism and discretion, with the ability to deal with sensitive situations and topics and maintain confidentiality.
- A team player who motivates and educates other team members and is able to create and motivate behavioral change with tact and diplomacy.
- Must have the ability to establish and maintain effective working relationships with various sectors of the community and the general public, as well as members of City Council, employees of the Department, other levels of government and corporate partners.

CONDITIONS OF WORK:

- All employees must comply with Council and Corporate adopted policies (ie. Attendance Management, Respectful Workplace and Health and Safety).
- Requires a high degree of initiative, judgement and discretion as errors may result in negative public exposure and/or financial loss to the Corporation.
- Requires a high level of tact and persuasion when dealing with people inside and outside the Corporation. Must have the ability to anticipate the changing cultural and social needs of the municipality.
- Requires a high level of tact and diplomacy when representing the department and organization in discussions with government agencies, business representatives, associations, and the general public.
- Requires frequent work after normal working hours and the ability to adapt to a changing work environment.