

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

EQUITY MANAGER
Permanent Full-Time

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| JOB ID: C27-24 | LOCATION: 30 Centre St., Orangeville and remote |
| JOB TYPE: Permanent Full Time | DEADLINE TO APPLY: 4:30 p.m. on March 26, 2024 |

Reporting to the Director of People and Equity, the Equity Manager leads the County in supporting and enhancing its diverse workforce through the application of anti-racism and anti-oppression frameworks along with the promotion of equitable hiring and promotion practices, and in creating an equitable work environment across all levels of the organization. Working collaboratively with senior leaders, the Equity Manager develops and integrates equity, anti-racism and anti-oppression goals and strategies into County processes and practices, as well as manages and reports on the implementation of initiatives including the Equity Strategic Plan.

What we can offer YOU!

- A competitive hourly wage ranging between \$54.70-63.98 (April 1, 2024 Non-Union Pay Grid);
- Enrolment in our comprehensive health benefits program and defined benefit pension plan;
- Eligible to enroll in OMERS pension plan;
- Access to Perkopolis; discount, reward and benefits program;
- Access to an Employee and Family Assistance Program;
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI);
- A supportive and collaborative work environment

What you'll do

- Lead and support the Equity team
- Support the implementation and roll out of the Equity Strategic Plan
- Support the ongoing and the development of new Truth & Reconciliation efforts of the County
- Provide support and leadership to the Diversity, Equity, Inclusion Community Advisory Committee (DEICAC)
- Ensure corporate strategic and service planning processes effectively address equity issues
- Develop strategies to further embed accessibility, equity, diversity and human rights into the County's processes
- Develop and implement effective, capacity building & professional development, communication, and change strategies to increase awareness and commitment to equity related programs and objectives
- Provide timely completion of the performance review process, coaching, mentoring, and providing opportunities for staff development
- Prioritize staff work assignments, make resource allocation decisions, and approve expenditures.
- Ensure proper and effective staffing through recruitment and selection
- Provide a healthy, safe, and positive work environment for staff
- Guide staff toward the realization of the division's strategic direction and priorities
- Manage human resources issues in consultation with the Director
- Support the implementation of various County of Dufferin strategic initiatives
- Embody the County's values of Collaboration, Accountability, Innovation, Compassion and Courage
- Budget management and oversight
- Provide support, guidance and recommendations on applying a diversity and equity lens to programs, polices and services



- Develop and coordinate corporate responses to equity and diversity issues
- Ensure documentation (reports, correspondence, training materials, etc.) reflects research, best practices and leading-edge models to achieve successful results
- Provide management with updates and status on issues or concerns relating to diversity and equity and provide recommendations on changes to processes and policies
- Prepare reports, presentations, and general ad hoc information for management and County Council as required within established timelines
- Other duties as assigned

What you'll bring

- Post-secondary education related to anti-racism, equity, diversity/workplace inclusion, human sciences or certificates in Equity Diversity Inclusion (EDI)/Anti-Racism or an equivalent combination of related education, work experience and lived experience
- Minimum two (2) to five (5) years experience leading, developing and successfully implementing, equity and inclusion policies, programs and initiatives
- Minimum three (3) years' experience leading, motivating and developing a team of staff
- Demonstrated experience working with equity deserving groups to improve access to services and employment
- Experience supporting equity informed systemic change initiatives
- Knowledge of and understanding of the intersectional complexities of identity through a lens of anti-oppression, anti-racism, anti-Black racism, anti-Indigenous racism, gender identity and expression, and issues surrounding sexual violence
- Extensive knowledge of and demonstrated leadership directly related to the issues of workplace equity, human rights, structural racism/discrimination
- A successful track record in leading and supporting equity, anti-racism and anti-oppression initiatives within a public sector and unionized organization
- Demonstrated knowledge and understanding of employment barriers, workplace equity, and organizational change strategies
- Proven track record of leading policy and procedural change at an organizational-wide level
- Demonstrated initiative, strategic leadership and advocacy skills on equity, anti-racism, anti-oppression, and related issues
- Ability to manage advisory and consultation processes involving elected officials, staff, external partners and community members; including the ability to maintain effective working relationships
- Knowledge of collective agreements, municipal by-laws, and relevant legislation including Employment Standards Act, Ontario Human Rights Code, Occupational Health & Safety Act, AODA
- Staff supervision experience
- Experience in both non-union and unionized environments would be an asset
- Suitable work from home environment including reliable high speed internet
- Access to reliable transportation

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by **April 8, 2024**. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

