

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:

**HUMAN RIGHTS AND RESPECT IN THE WORKPLACE INVESTIGATOR**  
**Permanent Full Time**

<b>JOB ID:</b> C26-24	<b>LOCATION:</b> Remote & 30 Centre St, Orangeville, ON
<b>JOB TYPE:</b> Permanent Full Time (Non-Union)	<b>DEADLINE TO APPLY:</b> 4:30 p.m. on April 17, 2024

Reporting to the Director of People and Equity, the Human Rights & Respect in the Workplace Investigator provides expert advice and guidance on human rights and workplace harassment/discrimination policies, programs, and process. In addition to investigating and resolving complex workplace complaints, the Human Rights & Respect in the Workplace Investigator assists the People and Equity division in the development and implementation of key human rights and workplace harassment/ discrimination initiatives and best practices to introduce a positive organizational culture that upholds human rights principles, and an environment free of workplace harassment/discrimination at the County.

**What we can offer YOU!**

- A competitive hourly wage ranging between \$44.62 - \$52.20
- Enrolment in our comprehensive health benefits program and defined benefit 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**

- Facilitate restorative practices and conduct mediations and other forms of alternative dispute resolution.
- Lead the resolution of complex workplace complaints (relating to human rights and workplace harassment/discrimination) by conducting investigations, including interviewing parties, gathering, and analyzing evidence, making findings, and writing investigation reports based on legal and human rights principles, analyses, and tests.
- Collect and maintain complaints-related data, analyze trends, conduct research, review best practices, and case law, identify potential legal risks, systemic issues, and barriers, and recommend strategies to inform and enhance responsive complaints resolution procedures and practices.
- Promotes early and timely resolution of disputes relating to human rights and workplace harassment/discrimination and ensures compliance with all relevant employment legislation and applicable City policies.
- Conducts regular assessments of the process at all stages of all workplace investigations, from intake to resolution, and ensures consistency and accuracy in administration in collaboration with Human Resources
- Function as a subject matter expert and program lead in all matters related to human rights and workplace harassment/discrimination within the County.
- Function as a subject matter expert or witness on behalf of the County at the Human Rights Tribunal of Ontario Hearings and/or Mediations as required.
- Builds and maintains strong relationships with departmental and divisional leaders, union partners, and all relevant internal and external stakeholders to advise, guide, and inform partners of human rights, workplace harassment/discrimination requirements and changes.



- Develops, recommends, and implements corporate policies and programs in compliance with the Ontario Human Rights Code and all other applicable requirements to ensure compliance to legislative and corporate mandates.
- Proactively guides the development and implementation of requirements and relevant initiatives in human rights and workplace harassment/discrimination.
- Contributes to the development and delivery of communication plans for corporate initiatives, with consideration for all key stakeholders including but not limited to employees, leaders, union partners, and Multisite Joint Health and Safety Committees.
- Other duties as assigned

### **What you'll bring**

- Post-secondary education in human resources management, human rights law, employment law, industrial relations, social science, or an equity related discipline.
- 5-7 years of experience in a Human Rights role.
- 2-5 years of experience conducting workplace investigations in both a non-union and unionized environment
- Significant experience in investigations, mediation, and conflict resolution required.
- Significant experience leading the development and deployment of complex policies and projects related to human rights and/or workplace harassment/discrimination.
- Minimum 2 years experience with
  - writing workplace investigation reports,
  - facilitating presentations and/or workshops,
  - interpreting Respect/Violence in the Workplace legislation
  - developing and implementing preventative measures to reduce respect or violence in the workplace issues.
- Knowledge and understanding of the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission's Calls to Action and the distinct rights of Indigenous Peoples.
- Comprehensive knowledge and understanding of the Ontario Human Rights Code, Anti-Racism Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, and other legislation and related legal principles and case law regarding human rights investigations.
- Understanding of and demonstrated ability to apply trauma-informed and anti-discriminatory, anti-racist and anti-oppressive principles and approaches to all aspects of complaints resolution including safety needs, minimizing harm and stress on involved parties, involved in investigative processes, gathering, and assessing information, interviewing parties and witnesses, analyzing evidence, and making findings based on legal principles, and conveying the results of investigations)
- Strong oral and written communication skills to prepare investigation reports, present findings and communicate effectively with diverse internal and external audiences, including the ability to convey complex legal, human rights and investigation principles in a clear and sensitive manner.
- Strong organizational, administrative, and case management skills to independently handle a complaints caseload and deliver service excellence.
- Demonstrated experience handling contentious and confidential information with sensitivity, good judgement, and discretion.
- Proficient computer skills, including word processing, databases, presentation packages, case management software, email, and internet.

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](mailto: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 May 15, 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.

