



We're looking for a Supervisor, Diversity, Equity and Inclusion to join Clarington's Office of the CAO team!

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

Why Clarington

Clarington is a place of possibilities.

With a population set to double by 2051, Clarington is one of the fastest-growing municipalities in Durham Region with more than 107,000 people across four urban centres and 14 hamlets. Clarington offers a perfect blend of urban living and country charm and is known for its thriving energy and agriculture sectors, historic downtowns and as a great place to live, work and play.

Our people enjoy a collaborative work environment, work-life balance, and are at the forefront of community impact. We value accountability, integrity and respect, and are committed to fostering equity, inclusion and diversity in the workplace. Together, we are striving to enhance the quality of life for residents today and for future generations who call Clarington home.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

Position Snapshot

Reporting to and under the direction of the Manager, Strategic Communications and Initiatives, the Supervisor, Diversity, Equity and Inclusion is responsible for leadership and corporate direction for the Municipality of Clarington's Inclusion, Diversity, Equity, Anti-Racism (IDEA) and Accessibility programs.

The position contributes to the cultivation of a strong, thriving and connected community where everyone is welcome, a key pillar in Clarington's Strategic Plan.

Success will be realized through the development and implementation of corporate strategies and departmental programs that promote a respectful and inclusive workplace through education and training; advising on matters related to diversity and inclusion; and contributing to policy, strategic planning, and program development. These policies and programs must respond to, and reflect, the diverse and changing needs of employees and the community.

This position works directly with departments across the organization, providing guidance and advice to ensure that diversity, equity and inclusion principles are applied to cross-functional strategies, policies, programs and services. The role is also responsible for the oversight of Clarington's Accessibility program, ensuring AODA compliance and advancing the Municipality's Multi-Year Accessibility Plan.

What you'll be doing

As a Supervisor, Diversity, Equity and Inclusion, your responsibilities include but are not limited to:

- Lead the development and execution of strategies and workplans to advance diversity, equity and inclusion in Clarington, ensuring alignment with corporate strategic priorities. This includes leading the development and successful execution of the multi-year Inclusion, Diversity, Equity and Anti-Racism (IDEA) Strategy, and overseeing the development and implementation of the Multi-Year Accessibility Strategy.
- Act as subject matter expert and advise staff, senior leadership and Council on matters related to human rights, discrimination, diversity, equity, inclusion, belonging, anti-racism and accessibility.
- Conduct research and document reviews and analysis, compile data and evidence to support the Municipality's understanding of policies or response to proposed policy changes to reduce barriers through the lens of accessibility, inclusive build standards, Indigenization, racism, socio-economic issues, social determinants of health, safe and inclusive spaces for the 2SLGBTQIA+ community, and more.
- Research and provide written or verbal updates and advice on issues as requested/needed to support the CAO, Council, the Senior Leadership Team and cross-departmental teams.
- Build internal capacity through the development and delivery of a DEI training program for municipal staff and elected officials.
- Lead public education initiatives to build awareness and understanding about DEI in the community.
- Represent the Municipality of Clarington on various boards and committees of external organizations and government partners to share best practices, build relationships, and recommend solutions.
- Work collaboratively on initiatives that support the proactive management of community safety and well-being.
- Oversee the Municipality's compliance with the Accessibility for Ontarians with Disabilities Act (AODA).
- Share expertise and problem-solving strategies, strategic approaches, planning and models to support policy and program development.
- Act as the staff liaison for two Committees of Council: the Diversity Advisory Committee and the Anti-Black Racism Advisory Committee; and oversee the Accessibility Advisory Committee.
- Coach, mentor and develop staff, ensuring workplans are delivered on and reported to Council and the community.
- Additional duties as assigned.

What you bring

The successful candidate will have:

- A University Degree in a related field (e.g. Social Services, Social Justice, Sociology, Equity and Diversity Studies, etc.) or equivalent field of study.
- A minimum five years of progressively responsible experience related to the above-mentioned responsibilities, including two years of supervisory experience.

- Knowledge of, and ability to comply with policies, procedures, and relevant legislation, such as the Ontario Human Rights Code, Employment Standards Act, Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act, and Occupational Health and Safety Act.
- Significant experience in leading and developing accessibility and inclusion strategies, initiatives, resources, tools, training and concepts.
- Experience in policy, research, data collection and analysis, and report writing.
- Excellent interpersonal skills with the ability to advocate and influence change, to mentor and motivate others, and build relationships.
- Ability to deliver results on strategic objectives through effective planning, team management, problem solving, and project management skills.
- Discretionary skills to handle confidential and sensitive information appropriately and respectfully.
- Excellent communication and presentation skills with the ability to communicate with all levels of staff and stakeholders.
- Problem solving skills to find effective solutions to issues and support staff in resolving challenges.
- Critical thinking skills to analyze situations thoroughly and support a collaborative work environment.
- Demonstrated experience championing, leading, and executing initiatives to drive organizational and transformative change.
- Extensive knowledge of equity, diversity, and accessibility community considerations and a strong commitment to accessibility, anti-racism, diversity, and inclusion.
- Demonstrated proficiency in Microsoft Office 365 (Microsoft Word, Excel, Project, and Outlook, etc.), knowledge of accessible document formatting.
- General knowledge of municipal/public services and programs would be considered an asset.
- Canadian Certified Inclusion Professional (CCIP) designation considered an asset.
- Professional training and/or designations in project management or strategic planning is considered an asset.
- Required to be able to travel between sites.

What we offer

We offer the following benefits and perks to ensure that your total compensation package addresses both your work and life needs.

- Salary: \$100,056 - \$121,619 – Grade 7 of the 2025 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.
- Hours of work: 35 hours per week

We are an equal opportunity employer

- The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.
- We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected, please contact the Human Resources Division at careers@clarington.net.

Additional information and requirements

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (with the last 180 days) satisfactory criminal reference check directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.

Ready to apply?

Please submit your application online by June 8, 2025, 11:59PM.

We thank all applicants for their interest. However, only those under consideration will be contacted.