

## **Diversity, Equity and Inclusion (DEI) Specialist - Term (18 Months)**

Position ID: J0626-0004

Job Title: Diversity, Equity and Inclusion (DEI) Specialist - Term (18 Months)

Job Type: Term Full Time

Department: Human Resources

Number Of Positions: 1

Min Salary: \$46.81

Max Salary: \$58.51

### **The Opportunity**

Reporting to the Team Leader of Human Resources, the Diversity, Equity and Inclusion (DEI) Specialist is a key driver of cultural transformation across the City, partnering with City departments, organizational leadership, and the community to embed inclusive practices into every facet of municipal operations. This role champions belonging, equity, accessibility, and diversity by ensuring policies and programs reflect the varied needs of staff and the community. Serving as both strategist and hands-on practitioner, the DEI Specialist implements inclusive practices, leads and executes programs, collaborates across departments, and works directly with internal teams and external agencies to educate, inspire, and drive meaningful change.

### **Responsibilities include:**

- Execute on the approved Belonging, Equity, Accessibility, Diversity (BEAD) strategy and proactively re-strategize as needed to respond to emerging needs, feedback, and best practices
- Lead, develop, and collaborate with other City departments on external BEAD strategies and initiatives
- Collaborate with the Social Planning department on external BEAD strategies and initiatives
- Lead the BEAD working group and drive practical initiatives that enhance the city's BEAD practices
- Promote belonging, equity, accessibility, and diversity both internally and externally
- Collaborate with the Indigenous Consultant to ensure BEAD strategies and action plans reflect Indigenous perspectives and priorities, especially those outlined in the City's Indigenous Framework and Action Plan
- Review policies in collaboration with human resources and other internal stakeholders and help to review legislation, human rights, and inclusive employment practices
- Recommend and review accessibility enhancements to facilities, services, technology, and workplace environments
- Provide guidance and recommend training on inclusive language, cultural awareness, anti-racism, and accessibility



- Build relationships and act as a liaison with external organizations and key stakeholders
- Build relationships with equity-deserving groups that co-design initiatives to remove barriers to inclusion and align with City endorsed policies, plans, strategies, and frameworks
- Collaborate with the Government Relations and Grants department to submit grant applications to advance BEAD initiatives
- Establish and track clear performance measures for both internal and external BEAD initiatives. Report progress to the BEAD working group, the larger city, leadership, and council
- Provide guidance and support to Employee Resource Groups (ERGs), encouraging active participation in promoting diversity and inclusion at the City
- Stay informed about industry best practices, trends and legal requirements related to BEAD
- Offer strategic and advisory support on complex equity-related matters and identifying when escalation is required

### You Bring

- Degree in Human Resources, Sociology, Psychology, Gender Studies, Social Work, Public Administration or a related field
- Other continuing education in DEI, Indigenous Relations, Accessibility, anti-racism, and inclusive practices is considered a strong asset
- Chartered Professional in Human Resources (CPHR) or working towards designation is considered an asset
- Minimum 5 years of professional experience in managing complex topics related to DEI with an applied understanding of all associated concepts and initiatives in the workplace
- Demonstrated ability and experience in developing DEI related policies, strategies, and initiatives
- Understanding of reconciliation, and DEI issues with appreciation of the issues faced by equity-seeking communities
- Knowledge of the Alberta Human Rights Code, Alberta Employment Standards Act, and all other legislation and regulations applicable to municipalities
- Proficient in the use of Microsoft Office including MS Word, Excel, Outlook, SharePoint
- Experience and/or knowledge of Municipal Government considered an asset
- Ability to communicate with a variety of stakeholders in a tactful and professional manner, demonstrating a strong political acumen
- Ability to appropriately manage highly confidential information
- Well-developed interpersonal skills and the ability to influence and form collaborative relationships
- Aptitude for collecting, maintaining, and analyzing data
- Ability to handle a variety of projects/tasks with competing priorities in a results-based environment



- Excellent ability to prepare and deliver presentations to groups and senior leaders
- High standard of thoroughness, accuracy, and attention to detail

### **We Offer**

Along with a competitive compensation program and City paid health and dental premiums, our employees also enjoy:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and are appreciated for their efforts and our overall benefits package reflects that.

### **Additional Information**

This is a full time 18-month term role with 37.5 hours per week. There is possibility of the term being extended based on operational needs; however, it is not guaranteed.

Please include a cover letter with your application.