

Job Description: Inclusion and Belonging Consultant (Accessibility)

Position Information:

- **Department:** Reconciliation, Equity, Diversity, Inclusion (REDI)
- **Division:** Strategy and Transformation

Definition:

Reporting to the Director of Reconciliation, Equity, Diversity, and Inclusion, this position facilitates the creation and delivery of educational materials to enhance awareness and capacity for accessibility and inclusion among City of Saskatoon employees. It also collaborates with partners to design and implement initiatives ensuring equitable access, treatment, and support for all employees, with a focus on dismantling systemic barriers.

Typical Duties:

1. Collaborates with accountability partners to implement inclusion and belonging concepts, challenge, and influence assumptions, and evaluate work methodologies. Lead the development of new standards and programs while facilitating the compliance with the Accessible Saskatchewan Act to achieve transformative efforts.
2. Supports the organization by using change management and/or project management techniques to identify and remove barriers, develop strategies, and put in place measures that promote inclusivity and equality.
3. Develops and implements adaptable strategic education and professional development initiatives that promote inclusion and belonging.
4. Participates on collaborative committees to provide guidance, information, and support for the advancement of inclusion and belonging initiatives and to drive the City's commitment to promoting a fair, just, and equitable work environment.
5. Collaborates with teams to identify biases, discriminatory practices, and repressive elements within the city's environment, policies, procedures, and practices.
6. Conducts training and education sessions for all employees to enhance their awareness and knowledge in recognizing and preventing such issues.
7. Provides timely updates to partners and fosters ongoing collaboration for department's business outcomes.
8. Monitors, evaluates, and recommends improvements to ensure continuous progress.
9. Coaches, mentors, guides and empowers teams within the City who are actively engaged in and supporting the City's inclusion and belonging journey.
10. Builds strategic partnerships and collaborations with external organizations and community groups that share reconciliation, diversity, equity, and inclusion values and goals.
11. Contributes to the development and implementation of a communication strategy for City-wide Reconciliation Equity Diversity and Inclusion. Utilizing platforms such as the My City intranet, website, and publications to advance reconciliation, diversity, equity, and inclusion efforts.
12. Manage projects that involves the implementation or scaling of processes across the organization.
13. Gathers public input on programs and initiatives by establishing and maintaining a professional network with other cities, government agencies, and community organizations.
14. Conducts research and literature reviews, evaluates programs and policies, administers surveys, performs statistical analysis, and writes reports.
15. Represents the City of Saskatoon at public events and presentations related to the area of inclusion and belonging.
16. Provides support, and empowers, employees, partners, and community members at every stage of their journey in supporting inclusion and belonging initiatives.
17. Performs other related duties as assigned.

Knowledge, Abilities and Skills:

- Knowledge, understanding, and experience with dismantling systemic barriers using structured approaches such as change management and/or project management.
- Effective interpersonal skills with the ability to collaborate and build relationships with diverse partners using politically nuanced diplomacy and strategy.
- Initiates and directs the creation of workshops, presentations, and learning materials covering subjects like Equity, Diversity, and Inclusion (EDI), accessibility, decolonization, intersectionality,

unconscious bias, anti-ablism/oppression, and subject matter expertise for both employees and the leaders.

- Demonstrated knowledge and understanding of the lived experiences of Persons with Disabilities, Truth and Reconciliation Calls to Action, Missing and Murdered Indigenous Women and Girls Calls for Justice, United Nations Declaration on the Rights of Indigenous People, Black Lives Matter, Anti-Asian Hate, Islamophobia, anti-immigration, gender equity, and rights of 2SLGBTQQAI+.
- Demonstrated understanding of the impacts of colonization in Canada and experience working with organizations to decolonize policies and practices that sustain oppression against Indigenous Peoples using principles and practices related to equity, antiracism, collaboration, and advocacy for reconciliation.
- Strong political acumen including the ability to deal with highly contentious and sensitive matters.
- Knowledge and understanding of leadership models, organizational development, performance management, and change management.
- Effective and flexible communication skills with the ability to make effective presentations to varied audiences.
- Extensive experience analyzing problems, developing innovative solutions that fit the situation or circumstance, and designing, documenting, and implementing directives for successful inclusion and belonging project, programs, and initiatives.
- Considerable knowledge of educational and support programming offered by public, private, and non-profit sectors related to accessibility, reconciliation, equity, diversity, inclusion, and/or anti-ablism.
- Knowledge and demonstrated ability in training and group facilitation, team building, and managing complex group dynamics.
- Ability to develop, maintain, and facilitate processes and partnerships for successful project delivery.
- Demonstrated skill in the area of sociocultural systems and collaborative group development processes.
- Demonstrated skill in the operation of office equipment, including a computer with proficiency in Microsoft of suites and database software.

Education, Training and Experience Requirements:

- University degree and at least six years work experience in a related field, or an equivalent two-year diploma in a related field with eight or more years of relevant work experience.
- At least six years of the work experience should include extensive experience in organizational development involving multiple stakeholders, including direct experience working with others in the candidate's subject area expertise and other designated populations (i.e., community organizations, people with lived experiences, etc.).
- Expertise, qualifications, and demonstrated experience with change management methodology and/or project management would be considered a significant asset.
- Experience influencing others in accessibility, reconciliation, equity, diversity, and inclusion work, albeit within the framework of the candidate's subject matter expertise.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.

