#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Human Rights Advisor

**Job Number:** X-296 | VIP: 1127

**Band:** EXEMPT-5

**Department:** Centre for Human Rights, Equity, and Accessibility

**Supervisor Title:** Director, Equity, Diversity and Inclusion (EDI)

**Last Reviewed:**  October 24, 2023

#### **Job Purpose:**

The Human Rights Advisor is responsible for shaping and supporting various policies, practices, and initiatives that are designed to ensure Trent University’s working and learning environments are supportive for all employees.

The incumbent will engage, advise, and support the University’s administration in the promotion and implementation of the Ontario Human Rights Code [OHRC], Accessibility for Ontarians with Disabilities Act (AODA) and related human rights legislature. The incumbent will oversee the implementation of the university’s AODA Multi-Year Plan. The incumbent will find innovative ways to move the university beyond compliance and position the university as a leader in accessible education.

Key activities for this role will include triaging complaints and concerns, reporting, process-improvement, mediation, and community outreach; support and delivery of campus wide programs and special projects in areas connected to the work of the Office. The incumbent will draw upon in-depth knowledge of the Human Rights Code, the ODA and the AODA to ensure the University is both proactive and compliant in meeting its goals and obligations.

#### **Key Activities:**

##### AODA/ODA Legislation

1. Respond to and provide advice on existing and proposed ODA/AODA legislation to internal and external audiences.
2. In consultation with internal and external stakeholders, ensures that the University takes appropriate actions to meet its obligations and maintain compliance with the requirements of the AODA and ODA legislation and standards including planning, reporting, training, recommendations for policy and best practice development for all campuses.
3. Supports committees related to AODA compliance.
4. Act as the University’s contact for feedback/complaints/information as legislated under the AODA for staff, faculty, students, and third-party public.
5. Designs and delivers educational workshops, specifically designed for persons with authority to help the University to meet its legal responsibilities.
6. Investigates and formulates the University’s response to complaints under the AODA in order to avoid further escalation (e.g., Human Rights complaints, regulatory investigations, fines).
7. Act as the University’s main contact for AODA compliance mechanisms with the Ontario Government.

##### Policy Initiatives

1. Leads Keep up to date with developments in anti-discrimination legislation, regulations, guidelines and associated good practices and feed this into policy and process within the University.
2. Review current policy and practice within the University and identify key human rights accessibility priorities for the University to ensure that the University is meeting its legal obligations under current, and future, anti-discrimination legislation.
3. Develop an appropriate process for and carry out equity and accessibility impact assessments on the effectiveness of specific practices, policies, and procedures, and advise others on how to carry out such assessments.

##### Complaint Intake

1. Under the Direction of the Director, and in consultation with Human Resources and Campus Safety as appropriate and necessary, conduct intake meetings with potential complainants under University Policies relating to Human Rights and Sexual Violence.
2. Administer and follow up on informal and formal complaints filed under University Policies.
3. Make recommendations to the Director regarding whether a complaint could be investigated internally or externally. Liaising with legal counsel, Student Services and Human Resources to administer complaints.
4. Monitor, analyse, and report on complaints as required by legislative bodies as well as to proactively recommend appropriate training or other preventative measures.
5. Collaborate with Student Accessibility Services on accessibility complaints, accessibility education and awareness.

#### Education Required:

* Honours University Degree (4 year) in a related field such as Human Rights, Law, Social Work, Human Resources, Policing, legal studies. Master’s degree or LLB/LLM preferred.

#### Experience/Qualifications Required:

* A minimum of five (5) years of experience in human rights related work.
* Conflict Resolution and mediation experience.
* Ability to champion a culture change across the University.
* Strong communication, decision making skills and possess good judgement.
* Proven analytical and reasoning skills.
* In-depth knowledge of AODA legislation.
* In depth knowledge of EDI and/or Anti oppressive practices.
* Excellent presentation, facilitation, and public speaking skills.
* An appreciation of the University environment, its diversity, and an ability to relate well to staff, students, and faculty.
* Experience in the design and delivery of educational programs in the areas of human rights and employment equity.
* Word processing skills (MS Office – Word, Excel, Access, PowerPoint).
* Data management skills and experience working with spreadsheets and databases.
* Experience handling contentious matters with sensitivity, confidentiality, and balance.
* Ability to understand and effectively communicate complex human rights and accessibility principles.
* Ability to conduct research and effectively write quantitative and qualitative reports.
* Possess good interpersonal skills, tact, and discretion.

#### **Trent EDIA Statement:**

Trent University aims to provide a safe, accessible, equitable, inclusive campus for everyone. It seeks to address barriers and promote the inclusion of equity deserving groups and encourages applications from Indigenous Peoples, Black and racialized persons, women, persons with invisible and visible disabilities, and people of diverse sexual and gender identities. We value the lived experience of our candidates. We strive to make our recruitment, assessment, and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.