



## LAVERNE SMITH & ASSOCIATES INC.

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### POSITION PROFILE

#### **ASSISTANT VICE-PRESIDENT, EQUITY AND INCLUSIVE COMMUNITIES CARLETON UNIVERSITY**

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Carleton University invites applications for the position of Assistant Vice-President, Equity and Inclusive Communities, with the appointment to be effective ideally in early 2022. This challenging and rewarding role provides primary advice and direction to the senior academic and administrative leaders of Carleton University regarding human rights and Equity, Diversity and Inclusion (EDI).

### THE ROLE AND MANDATE

The Assistant Vice-President, Equity and Inclusive Communities (AVP EIC) provides strategic leadership to foster the development of an inclusive and transformational university culture where individual distinctiveness and a sense of belonging for every member drive excellence in research, teaching, learning and working at Carleton. This includes the development and implementation of anti-racism, equity and inclusion policies, programs and practices; discrimination harassment and accommodation response; and sexual violence prevention and survivor support. As the university's spokesperson on human rights and EDI, the AVP EIC will promote anti-racism and EDI with a variety of internal and external groups, including students and student associations, campus unions, provincial and federal representatives and the media.

The AVP EIC is responsible for the budgetary, organizational and strategic planning of the Department of Equity and Inclusive Communities, including developing and implementing policies, programs and practices and managing informal and formal complaints. The incumbent leads the implementation of the university's [EDI Action Plan](#) to further integrate EDI into the work and mission of the institution. Working closely with a team of talented professionals within the portfolio's three centres of focus: equity and inclusion promotion; discrimination, harassment and accommodation response; and sexual violence prevention and survivor support, the AVP EIC will ensure all actions and initiatives are guided by the Department's principles of accessibility, collaboration, confidentiality, independence, intersectionality and sustainability.

Reporting to the Provost and Vice-President (Academic), the AVP EIC will advise senior leaders, including the President and Vice-Chancellor and senior academic and administrative managers on strategic issues related to EDI. The AVP EIC collaborates closely with executive and academic leaders across the university and within the Provost's portfolio, including the AVP Indigenous Initiatives and Director, Centre for Indigenous Initiatives. The new AVP EIC will provide strategic and innovative thinking coupled with dynamic leadership in the following areas:

#### **Strategy and Planning**

- Leading the development of Carleton's anti-racism, human rights, equity, diversity and inclusion programs and services and overarching strategy and framework, while ensuring collaboration throughout the university in the development of policies, programs and services that relate to, or impact upon, human rights and EDI at Carleton;

- Providing strategic and executive leadership in the development of new university EDI initiatives that will reduce and remove systemic barriers, foster increased access and further university objectives, including driving the academic mission and expanding the institutional reputation;
- Ensuring that policies and procedures are aligned with university policy, external legislative requirements and leading practices; and
- Leading the development of functional strategic and annual operational plans and ensuring performance metrics, records and statistics are developed, tracked and reported.

### **Advising and Consultation**

- Providing advice, support and counsel to leaders from across the university, including the President and Provost, on strategic issues, situations of liability and systemic barriers related to anti-racism, human rights and EDI and responses to discrimination, harassment and accommodation;
- Providing executive leadership to ensure that Carleton's legal and reporting obligations are met in regards to provincial and federal acts, codes and legislation;
- Overseeing the development and provision of proactive educational training in human rights, EDI and sexual violence issues for all members of the university community;
- Leading and/or participating in university working groups and committees, including but not limited to the Equity Policy Committee; Accessibility for Ontarians with Disabilities Working Group; the AODA Task Force; the Jewish Issues Committee; the Muslim Student Concerns Committee; and
- Representing the university on matters pertaining to human rights and EDI by participating in external associations and committees, maintaining contact with government and other EDI professionals, responding to the media and informing Carleton's Senate and Board of Governors.

### **People Leadership**

- Providing day-to-day leadership, performance and financial management of the Department of Equity and Inclusive Communities, including leading the workforce planning process, ensuring an effective organizational model with clarity in roles and responsibilities, identifying resource needs, supporting training and development, and managing promotion and succession planning;
- Supporting academic and service units in integrating EDI throughout their operations in the spirit of continuous improvement; and
- Monitoring departmental culture and intervening when necessary to maintain a positive, productive and healthy team, including coaching and supporting leaders in staff development.

## **THE CANDIDATE**

The successful candidate will possess an in-depth knowledge of human rights and EDI issues, public policy, case management and conflict resolution processes, backed by extensive managerial and professional experience, ideally within an academic environment. In addition to a graduate degree, the AVP EIC will understand educational and employment equity issues, and the laws governing equity, human rights and administrative processes. The ability to manage in a complex and diverse environment, excellent interpersonal and communication skills, an inclusive approach to building consensus and creative problem solving are required. The AVP EIC must earn the respect of all members of the Carleton community. To effect any change in the status quo, cultural competency, tact, sensitivity, sound judgment, patience and leadership are required. Given the nature of the task, the AVP EIC must also demonstrate a strong personal interest and commitment to improvement in the status of racialized persons, persons with disabilities, women and all other groups covered by human rights legislation.

The University is seeking an accomplished leader in EDI who can direct and lead the Department of Equity and Inclusive Communities and strategically advise the university. While the Search Committee

recognizes that no one candidate is likely to meet all of the qualifications in equal measure, they will be used in the assessment of candidates for the position:

- A level of education (graduate degree preferred), leadership experience and intellectual acumen that will facilitate credibility both internally and externally;
- A strong knowledge of issues and trends in the higher education sector related to anti-racism, human rights, EDI, sexual violence prevention and survivor support and discrimination, harassment and accommodation response. This knowledge will be backed by an in-depth understanding of human rights issues, public policy, case management, conflict resolution processes and the laws governing human rights, EDI and accommodation;
- A demonstrated history of progress in advancing anti-racism, human rights, EDI and decolonization within an organization, including identifying and effectively addressing historical and systemic issues;
- Expertise in the development, attainment, assessment and reporting of strategic goals focused on anti-racism, human rights and EDI, with the demonstrated ability to articulate research findings and statistical analyses to a variety of audiences;
- A demonstrated fair, intelligent, balanced, collaborative and perceptive approach to problem-solving and management within a complex and diverse academic/institutional environment;
- Past success in effecting organizational change, including policy, procedural and behavioural change, and in creating consultative and collaborative networks internally and externally, accompanied by a high level of energy and commitment, with the ability to remain motivated and focused even in the face of opposition or difficult circumstances.
- Team building skills and a proven capacity to work in an inclusive, collegial and constructive manner as both a team member and team leader, with senior administration, faculty, staff and students, and with constituencies both internal and external to the university;
- Highly developed interpersonal and communication skills that will facilitate presenting, conveying complex information, advocating, maintaining confidentiality, creating trust, building consensus and finding common ground among disparate different groups and individuals;
- Effective managerial skills, including the abilities to plan, delegate, weigh alternatives and set and explain priorities;
- The ability to listen and interact successfully with multiple constituencies and stakeholders and promote the University's human rights and EDI priorities to a variety of internal and external communities; and
- The ability to develop partnerships inside and outside Carleton, to liaise with relevant professionals, groups and organizations across the country, and to participate actively in appropriate professional associations and forums.

## THE UNIVERSITY

*“Carleton University will leverage the power of higher education to be a force for good. We will pursue, mobilize and share knowledge in a reciprocal and responsible way. We will embed community engagement and partnership in our actions and culture. We will work to enhance the wellness of our people and our communities, and to play a leadership role in the wellness of our country and planet.”*

*-Aspiration Statement, Carleton University Strategic Integrated Plan 2020-2025*

Located in the nation’s capital of Ottawa on a beautiful 62-hectare campus, Carleton University is a dynamic research and teaching institution with a national and international reputation as a leader in collaborative teaching and learning, research and governance. It is supported by a strong and collegial administration, with 965 academic faculty and more than 1,400 staff members. Carleton has set some record highs in recent years, including an enrolment of more than 31,000 full- and part-time students from 150 countries around the world, annual research funding of \$95 million and a fundraising campaign completed in 2019 that reached its \$300-million goal, the largest ever in the Ottawa area.

Carleton is uniquely committed to developing solutions to real-world problems through encouraging creative risk-taking, discovery and the generation of transformative knowledge. Carleton has long been known as a university that promotes research excellence and connectedness and is involved in partnerships around the globe. With strong leadership over the years, it enjoys a healthy financial position and its proximity to government and cultural institutions, media and a thriving knowledge economy make Carleton and Ottawa a great place to work, learn and live.

Carleton offers more than 100 programs of study within the following academic units:

- Faculty of Arts and Social Sciences
- Faculty of Engineering and Design
- Faculty of Public Affairs
- Faculty of Science
- Sprott School of Business

Following extensive consultation, Carleton’s Strategic Integrated Plan (SIP) 2020-2025 was approved in the spring of 2020. Inspired by the unique triangular shape of the beautiful Carleton campus bounded on one side by the World Heritage Site of the Rideau Canal, on another side by the natural environment of the Rideau River, and the third side by an Ottawa suburb, the new Strategic Integrated Plan outlines three strategic directions:

- Share Knowledge, Shape the Future
- Serve Ottawa, Serve the World
- Strive for Wellness, Strive for Sustainability

The SIP lays out an ambitious vision for the future, fully anchored in Carleton’s strengths and student-centric, community-engaged values. The SIP and other planning documents can be viewed on the [Office of the President and Vice-Chancellor’s website](#). The campus is highly accessible, and Carleton’s Paul Menton Centre for Students with Disabilities has been heralded as the gold standard for disability support services in Canada. The University’s [Coordinated Accessibility Strategy](#) serves as a framework to guide Carleton’s ongoing commitment towards a campus that is accessible for all students, employees and visitors.

Carleton's commitment to environmental sustainability earned top marks in the UI GreenMetric World University Rankings. Carleton ranked number one in Ontario and second in Canada in the worldwide rankings, which assessed nearly 1,000 universities. Globally, Carleton ranked an impressive 57<sup>th</sup>. The GreenMetric rankings assess each university's setting and infrastructure, energy and impact on climate change, waste, water, transportation, education and research. In November 2020, the University released its *Strive for Sustainability* strategic plan. It takes note of Carleton's \$70 million in research funding for sustainability from external sources, the University's 35-per-cent reduction in carbon emissions intensity since 2005 and improvements made on campus in grey water harvesting, renewable energy and sustainable transport. Additional information about the university is available at [www.carleton.ca](http://www.carleton.ca).

## THE LOCATION

Carleton is located just south of the city centre of Ottawa and is bordered by the Rideau River, the historic Rideau Canal and pleasant residential neighbourhoods. A self-contained campus where most buildings are within minutes of each other, Carleton also has five kilometres of underground tunnels that conveniently link the university's buildings and help to make it the most accessible campus in the country.

Ottawa is renowned, both at home and abroad, for its natural beauty and quality of life. Located in the east of southern Ontario, near the city of Montréal and the U.S. border, Ottawa and the national capital region have a diverse population of approximately 1.2 million. Sitting on the Ottawa River, it has at its centre Parliament Hill, with grand Victorian architecture and museums such as the National Gallery of Canada, with noted collections of Indigenous and other Canadian art. The park-lined Rideau Canal is filled with boats in summer and ice skaters in winter.

As the home of the Government of Canada, the Supreme Court of Canada, and many federal departments and agencies, Ottawa has more than 130 embassies and consulates, reflecting its status as a G7 capital city. As one of the world's top sites for research and development, Ottawa is home to more than 1,900 technology companies with some 75,000 employees, 44 national research and academic labs, and 10 hospitals. With the highest concentration of scientists and engineers in Canada, Ottawa is also the country's most educated city - 61 per cent of workers have a post-secondary degree. The high concentration of federal government offices and technology companies makes Ottawa a significant centre for entrepreneurship and innovation.

Numerous national museums and cultural institutions, historic sites, major sports teams, and a variety of festivals, seasonal activities, and cultural events make Ottawa a vibrant and dynamic city in which to live. Ottawa also has a reputation as being one of the most picturesque capitals in the world – with lots of neighbourhood parks and tranquil green spaces, waterways that wind through the city, and historical and architectural landmarks scattered throughout. Consistently ranked as one of Canada's most livable, safe, and least congested cities, Ottawa is part big city, part small town. Additional information is available at [www.ottawa.ca](http://www.ottawa.ca) and [www.ottawatourism.ca](http://www.ottawatourism.ca).

## THE PROCESS

Carleton University is committed to fostering diversity within its community as a source of excellence, cultural enrichment and social strength. We welcome those who would contribute to the further diversification of our university including, but not limited to, women; visible minorities; First Nations, Inuit and Métis peoples; persons with disabilities; and persons of any sexual orientation, gender identity and/or expression. All qualified candidates are encouraged to apply. Applications from Canadians and permanent residents will be given priority.

The search committee will begin consideration of candidates immediately. Applications should include a letter of interest, curriculum vitae and the names of three references (who will not be contacted without the consent of the candidate) and be submitted electronically, in confidence, to:

**Laverne Smith & Associates Inc.**  
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