

PROGRAM MANAGER, DIVERSITY, EQUITY, AND INCLUSION

Full Time Employment Opportunity

Reporting to the Director, Recruitment, Development, and Inclusion, the Program Manager, Diversity, Equity, and Inclusion is responsible for managing, enhancing, and executing the Diversity, Equity, and Inclusion program strategy and roadmap. The incumbent is responsible for leading the planning, development, implementation, and communication of all strategies and initiatives. This position is designed to enable a diverse, inclusive, and respectful work environment for all employees within the organization.

Duties:

- Enable change, foster belonging, and build collective ownership for diversity, equity, and inclusion through the organization.
- On a rolling three-year cycle, update and implement the program strategy and roadmap.
- Chair and provide ongoing support for a Diversity, Equity, and Inclusion committee comprised of members from across the organization.
- Actively work to cultivate Diversity, Equity, and Inclusion allies across the organization who can identify and champion initiatives.
- Work closely with Recruitment and leaders to attract, select, promote, and retain talent from underrepresented groups.
- Work with the teams to analyze programs, practices, and processes with the goal of eliminating potential barriers and fostering inclusivity.
- Assist with diversity analytics, including benchmarking, KPIs and related metrics to highlight trends and demonstrate Diversity, Equity, and Inclusion program impacts.
- Review available data to generate insights on Diversity, Equity, and Inclusion current state in our organization and recommend actions to increase awareness and drive change.
- Translate Diversity, Equity, and Inclusion legislation into practice to ensure statutory requirements are met.
- Build Diversity, Equity, and Inclusion competencies in all employees, including working with Organizational Development to research, deliver, and reinforce Diversity, Equity, and Inclusion training and development.
- Research and provide expertise on trends, legislative changes, and leading practices in other jurisdictions and private industry.
- Develop and administer assessment tools to evaluate and measure Diversity, Equity, and Inclusion education and training program impacts.
- Collaborate throughout the organization, and advocate for a culture of belonging.
- Lead, attend, and facilitate meetings and workshops as required.
- Deliver Diversity, Equity, and Inclusion presentations to internal and external groups.
- Manage communications related to Diversity, Equity, and Inclusion across the organization.
- Update and maintain the Diversity, Equity, and Inclusion intranet page and regularly highlight Diversity, Equity, and Inclusion related content.
- Build and maintain strategic relationships with internal and external stakeholders, including organizations, business, and other jurisdictions.
- Identify and actively participate in community, cultural and special interest events and committees.
- Collaborate with other Crown Corporations to create alignment and share resources.
- Encourage a climate that supports diversity.
- Performs other duties as assigned.

Primary Qualifications:

- Completion of a post-secondary degree or diploma in Human Resources Management, Social Sciences, Business Administration, or related field complemented by training.
- A minimum of three (3) years related and applicable experience.
- An equivalent combination of education and experience may be considered.
- Intermediate skills in Microsoft Office (Word, Excel, Power Point and Outlook).
- Upgrading and professional development are required to keep up-to-date on changes in the profession.
- Excellent written and verbal communication skills to provide information, advice, or guidance to internal clients and external vendors where expertise is required to negotiate with, influence, and /or convince.
- Ability to identify and understand issues and problems and, in turn, generate a number of solutions, evaluating the value of each to improve results.
- Demonstrated leadership experience with the ability to analyze and solve problems independently using good judgment, strong leadership and organizational skills, adoption of best practices, strong initiative and ability to work as a self-starter.
- Excellent presentation skills.
- Excellent interpersonal skills, with the ability to interact effectively and demonstrate diplomacy in all internal and external communications.
- Strong knowledge of Employment Equity and Human Rights legislation.
- The core competencies for this position include achieving quality results, adaptability/managing change, communication, customer service, decision making and problem solving, integrity and building trust, teamwork and cooperation and valuing diversity. Leadership competencies include building strategic performance, coaching and developing, influencing and leading. These competencies are deemed important for the success of the position and organization.

Secondary Qualifications:

- Bilingual (French/English) language skills.
- Having and maintaining a valid Manitoba Class 5 drivers' license is an asset.

Salary: \$31.20-\$41.37

Bargaining Unit: Exempt

Location: Buffalo Place

Individuals should apply by completing our online application form at www.mbl.ca/jobs or by submitting a resume and application to:

Email: careers@mbl.ca
Mail: Human Resources
1555 Buffalo Place
Winnipeg, Manitoba R3C 2X1

All applications are due by **January 18, 2021**.

We thank all interested applicants, however, only those selected for interviews will be contacted.

Posted: January 4, 2021