

Nipissing University
POSITION DESCRIPTION

POSITION TITLE:	Director, Human Rights & Equity
DEPARTMENT:	Human Rights & Equity
SALARY LEVEL:	SL 8
EMPLOYMENT DEFINITION (STATUS):	Full-time Administration
SUPERVISOR:	Vice-President Finance & Administration
CREATED:	April 2026

SUMMARY OF FUNCTIONS:

Reporting to the Vice President, Finance and Administration, the Director, Human Rights & Equity provides leadership, strategic direction, and operational oversight for the Human Rights & Equity Office. The Director will develop, implement, and monitor Equity, Diversity, Inclusion and Accessibility (EDIA) strategies, with shared accountability across all faculties, departments, and administrative units. The role will lead the University's transformation efforts by advancing EDIA and human rights aligned with the recommendations of the Equity Audit, Academic Plan and Operational Plan (APOP), Accessibility Advisory Committee, and other relevant sources.

The Director provides advice to the President and Vice-Presidents, and will be responsible for policy review, guiding related disaggregated data monitoring and reporting, and developing institution-wide EDIA training plans. The role builds relationships with equity-deserving groups, as well as with students, staff, faculty, and community partners.

The Director will foster a culture of belonging and psychological safety by advancing equity, diversity, inclusion, accessibility, and anti-discrimination across all University portfolios. This role will shape and implement policies, programs, and structures that promote an inclusive environment where community members feel valued and supported. The Director will make recommendations to support inclusive practices in governance and operations and will collaborate with senior leaders to identify systemic barriers and ensure accountability for sustained cultural change.

The Director will work closely with the Assistant Vice-President, Human Resources and the Assistant Vice-President, Students on matters related to harassment/discrimination and EDIA-related issues.

DUTIES & RESPONSIBILITIES:

Strategic Leadership & Institutional EDIA Implementation

(40%)

- Lead the development and implementation of institutional EDIA strategies aligned with the Strategic Plan, Equity, Diversity, Inclusion and Accessibility Audit, and Academic & Operational Planning (APOP)
- Develop multi-year EDIA plans/reports, accountability frameworks, and performance indicators
- Oversee centralized EDIA dashboards and disaggregated data reporting aligned with OCAP and privacy standards
- Build relational accountability through regular engagement with Indigenous and equity-deserving communities,
- Lead the formulation of plans, initiatives, and programs promoting equity, diversity, inclusion and accessibility at the University
- Provide subject matter expertise on policy revisions, anti-oppressive approaches, trauma-informed approaches and procedural fairness, ensuring alignment with human rights legislation, related policies, collective

- agreements and strategic commitments
- Serve as a resource to the University community on human rights and EDIA-related harassment and discrimination matters

Human Rights & Issues Management

(30%)

- Act as the University's primary contact/resource regarding harassment/discrimination and EDIA-related issues
- Work closely with Student Development & Services and Human Resources in related policy/processes
- Provide guidance and oversight related to disclosures and reports of harassment and discrimination from students, staff, and faculty
- Work with Human Resources and Student Development & Services to ensure alignment with related complaint processes and regularly liaise across departments to ensure consistent approaches
- Work with the AVP, Students and AVP, HR in matters of harassment, discrimination or a respectful workplace, learning environment, where appropriate and facilitate resolution processes
- Provide advice/guidance regarding various options available to complainants and respondents using internal processes as well as external avenues, where necessary
- Provide guidance and advice to ensure adherence to legislation, policy and principles of fairness
- Act as a resource/consultant for human rights complaints received from the Commission
- Provide trauma-informed, anti-oppressive, and culturally responsive support, including safety planning, referrals, and coordinated services
- Lead campus-wide anti-racism/discrimination and accessibility initiatives, including prevention programs and compliance with the Human Rights Code, AODA, OHSA, and other legislation
- Work collaboratively with related Student Development & Services and Human Resources departments
- Lead early-intervention approaches, informal resolutions, and coaching to prevent escalation
- Lead any related annual assessments/audits of the University, as required

Education, Training, Policy Development & Community Engagement

(25%)

- Lead institution-wide EDIA-related training, including anti-discrimination, accessibility, human rights, and culturally safe practices in collaboration with HR, OII, and any other relevant departments
- Develop annual training frameworks for faculty, staff, students, and senior leadership
- Organize and collaborate campus-wide equity events, workshops, celebrations, and awareness initiatives
- Build and sustain strong, trust-based relationships to support decolonization and reconciliation efforts
- Identify and provide guidance on human rights issues that have the potential to create significant liability for the University in collaboration with related departments
- Provide related expert guidance and advice to other NU members
- Ensure institutional adherence to legislation, training, and policy

Administration/Department Leadership

(5%)

- Oversee the Human Rights and Equity Office, ensuring adequate expertise and resources are available related to human rights, accessibility, and EDIA strategy
- Chair the Nipissing University Accessibility Advisory Committee (NUAAC) and lead and complete any required reporting
- Conduct performance management, coaching, task assignment, and professional development planning
- Manage departmental budgets, authorize expenditures, and develop annual operational plans
- Consult on any University wide EDIA-related grants, requirements, decisions
- Participate in related committees, including Action Against Gender Based Violence Committee (AAGBVC), Restorative Justice Working Group, and others, as assigned
- Maintain accurate, confidential records related to cases, training, audits, and reporting obligations

Any other duties as assigned.

QUALIFICATIONS:

Education: Relevant University degree (e.g., Human Rights, Equity Studies, Indigenous Studies, Social Sciences). A master's degree would be preferred.

Training and/or experience may be substituted for formal academic training at the discretion of the University.

Training, Experience, Knowledge & Skills Required:

- Minimum of five (5) to seven (7) years of progressive senior-level experience, including direct experience in EDIA, human rights, accessibility, or anti-discrimination, along with demonstrated leadership experience
- Will bring lived experience and strong subject matter expertise in EDIA, along with a commitment to anti-oppression, anti-racism, and intersectional approaches
- Exceptional interpersonal, conflict resolution and facilitation skills along with proven expertise in managing sensitive issues with discretion, integrity, and cultural humility
- Demonstrated experience leading comprehensive institutional EDIA strategies, cultural transformation initiatives, and organizational learning, including the design, delivery and evaluation of training programs
- Experience managing and providing guidance/oversight at all levels of an organization and managing organizational change
- Experience working with relevant legislation and a strong background in policy development and budget management
- Ability to maintain privileged and confidential information
- Proven leadership, communication, and relationship-building skills, with the ability to work effectively and collaboratively with diverse members and build strong partnerships
- In-depth knowledge of EDIA principles, anti-discrimination and anti-racism frameworks, accessibility and human rights legislation (including the Ontario Human Rights Code, AODA, FIPPA, OHSA)
- Knowledge of Indigenous, decolonization, and culturally safe practices
- Strong understanding of systemic barriers impacting equity-deserving communities
- Strong knowledge and awareness of the intersectional nature of identity
- Expertise in navigating EDIA work involving competing human rights
- Expertise in trauma-informed approaches, restorative practices, and human rights investigations, with demonstrated experience in complaint resolution
- Expertise in mediation and/or restorative practices
- Advanced understanding/skills with policy development, risk assessment, and compliance
- Demonstrated skills in leading, managing staff and departmental operations and budgets
- Exceptional judgment, diplomacy, and decision-making skills
- Ability to manage multiple priorities in a complex, evolving environment
- Ability to employ a collaborative style that allows for appropriate consultation and respect for process
- Strong conceptual and comprehensive thinking skills

RELATIONSHIPS/CONTACTS:

Supervised by: Vice-President Finance & Administration

Supervises:

- Human Rights and Equity Coordinator (vacant new position)

Internal Contacts/Resources: Faculty, Staff, Students

External Contacts/Resources:

- Students (current and prospective)
- Nipissing University Student Union (NUSU)
- Universities and colleges
- Community partners

MATERIALS UTILIZED:

- Nipissing University Strategic Plan and Academic & Operational Plan
- Equity, Diversity, Inclusion, and Accessibility (EDIA) Audit Report
- Various policies, procedures and legislation
- Collective Agreements
- Nipissing University Academic Calendar
- Various software applications and general office equipment

PHYSICAL / MENTAL DEMANDS & WORKING CONDITIONS:

- High degree of mental concentration and emotional resilience
- Managing multiple priorities, crisis-response scenarios, and shifting demands
- Frequent handling of confidential, sensitive, and emotionally charged information
- Frequent interruptions, shifting priorities, crisis-response responsibilities
- Requirement for emotional resilience, diplomacy, and neutrality
- Occasional evening and weekend commitments, including attendance at events

I have read my position description and it has been reviewed with my supervisor. I understand what my duties and functions are, and I will carry out all of my responsibilities as herein described.

Employee Name (please print)

Employee Signature

Date

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Approvals

Supervisor

Date

Human Resources

Date