



As a national, non-profit organization, the Royal College speaks for more than 50,000 medical and surgical specialists and resident affiliates. The mission of the Royal College is to serve patients, diverse populations and our Fellows by setting the standards in specialty medical education and lifelong learning, and by advancing professional practice and health care. Located in Ottawa, the Royal College offers a stimulating and professional work environment.

## **Equity, Diversity and Inclusion (EDI) Officer**

*Permanent, full-time*

Reporting to the Chief Executive Officer (CEO), the EDI Officer will lead a strategy to proactively identify and address racism and oppression – both interpersonal and systemic - throughout the organization. This includes guiding discussions with Council, the Royal College International (RCI) Board, executives and business units across the organization.

### **The Opportunity**

Are you an expert in providing EDI advice? Do you have a passion for fostering a culture that is welcoming, inclusive, respectful and free from discrimination, intolerance and harassment? If yes, we want to hear from you!

### **As EDI Officer, you will:**

- Oversee the development and implementation of a multi-year EDI strategy.
- Design and implement EDI metrics, monitoring and reporting systems, and identify risks and mitigation strategies.
- Identify the need for, develop and implement policies and guidelines that will bring best practices into the organization.
- Provide consultation and coaching on matters related to anti-racism, equity, diversity and inclusion.
- Create and maintain programs and initiatives.
- Lead the EDI Working Group to develop tactics, interventions and solutions for key stakeholder groups, and participate (as required) in the deployment of such interventions by designing and delivering presentations, workshops, and sessions for internal and external stakeholders and teams.
- Manage a progressive equity, diversity and inclusion agenda, interacting with and influencing executive decision makers, offering consulting resources and effectively communicating to build relationships and credibility.
- In collaboration with Executive Director, People Services and Legal Counsel, respond and investigate bias related incidents, and make strategic and proactive recommendations based on outcomes.
- Represent the Royal College by establishing and maintaining external alliances, partnership and collaborations.

### **Does this sound like you?**

- Level of education, training and experience equivalent to a Graduate degree in social sciences, social justice or similar.
- A minimum 5-8 years of relevant experience planning, designing and delivering programs and practices related to equity, diversity and inclusion issues in a complex, consensus-driven environment.
- Demonstrated accountability for some or all of the following areas: organizational culture, equity, diversity, and inclusion practices and systems, social accountability, change management and human rights.
- Expert level knowledge of anti-oppression, equity, diversity and inclusion frameworks including the ability to proactively identify challenges and opportunities for future planning and strategy.

- Skills to build lasting working relationships, gain trust, and drive consensus among members and key stakeholders.
- Deep understanding and solid application of the concepts related to diversity, equity, and inclusion, as well as organizational structures that impact the implementation and management of effective change efforts.
- Well-developed analytical and conceptual thinking and excellent judgment.
- Creative thinking skills and the ability to offer new ideas and approaches.
- Project/program management skills with a demonstrated effectiveness in the following: data analysis, communication, consulting, facilitation, influencing and people leadership.
- The capability to coach, tutor, motivate, inspire and negotiate. Comfortable addressing people's reactions and handling the human dynamics of change.
- Effective facilitator and presenter.
- Open to feedback, learning, and course correction. Able to have difficult conversations.
- A demonstrated ability to advocate, influence and steer transformational change.
- Experience in a health services or academic environment preferred.
- Experience addressing complex equity, diversity and human rights issues traditionally acquired through lived experience as a member of a marginalized group.
- Fluency in both official languages is an asset.

### How to apply

Please forward your résumé, covering letter and salary expectations by **February 2, 2021** to [careers@royalcollege.ca](mailto:careers@royalcollege.ca). To ensure the hiring committee reviews your application, quote posting *JD1021, last name, first name* in the email subject line.

We welcome applications from those with a demonstrated commitment to upholding the values of equity, diversity, and inclusion. We encourage applications from traditionally marginalized groups. Candidates from these groups who are interested for consideration, are invited to self-identify.

We sincerely thank all applicants for their interest; however, we will only contact those under consideration. An eligibility list may be established for similar positions of various tenures. The list will be retained for a maximum period of 18 months.

We are dedicated as an organization to adhere to public health guidelines for our employees and their families. As such, we have extended our remote work arrangements for most of our teams to September 24, 2021 and to regularly review this date. Flexibility is key in our new world. Connect with us to learn more.

*The Royal College is committed to the principles of equity, diversity, and inclusion in its learning, work environments and in its operations. We encourage applications from traditionally marginalized groups. We believe in and promote the rights of all persons with disabilities as outlined in the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA 2005) and its related Accessibility Standards Regulations. To meet this obligation, the Royal College will make appropriate accommodations available. As required, please inform People Services of the nature of any accommodation(s) that you may require to ensure your equal participation.*

[Click](#) to learn about Royal College and visit us at [royalcollege.ca](http://royalcollege.ca)

Starting salary ranges from \$98,467.00 to \$112,133.00

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