



Are you looking for a rewarding and exciting opportunity to champion diversity, equity, and inclusion and to make a difference with a great organization? Look no further!

Overview

As we move through a period of exciting organizational change, Professional Engineers Ontario (PEO) has an immediate opening for a **Diversity, Equity & Inclusion (DEI) Specialist**.

Under the authority of the *Professional Engineers Act*, PEO licenses and governs over 91,500 licence and certificate holders and regulates the practice of professional engineering in Ontario. PEO's mission is to regulate and advance the practice of engineering to protect the public interest. With a talented, multidisciplinary staff of over 100, PEO's vision is to be a trusted leader in professional self-regulation.

Position Summary

The DEI Specialist will be a change agent, who will leverage their passion for diversity, equity and inclusion to help us build a multifaceted culture in line with PEO's current and future needs while providing support in implementing and sustaining diversity, equity and inclusion (DEI) initiatives at Professional Engineers Ontario (PEO) in accordance with PEO's mandate, policies and procedures.

Responsibilities

Project Management

- With guidance from the Human Resources Director, plans, develops and operationalizes key diversity projects.
- Establishes, meets and reports on key deliverables and timelines.
- Coordinates and works alongside other PEO staff in various departments on project deliverables.

Outreach

- Acts as a DEI ambassador for PEO, DEI groups and other stakeholders to promote equity, diversity and inclusion in the engineering sector.
- Creates and builds relationships with stakeholders to raise awareness about the importance of diversity, equity and inclusion within the engineering sector.
- Actively participates in outreach and equity initiatives, seeking assistance on more complex outreach initiatives from the Human Resources Director as needed.
- Assists the Human Resources Director by facilitating or co-facilitating workshops/presentations at DEI events.

Research

- Researches, identifies, and assists in implementing equity, diversity and inclusion best practices.
- Collaborates with human resources staff to collect, analyze and disseminate data that provides information useful to support and enhance equity, diversity and inclusion initiatives.
- Conducts research on engineering employment trends.
- Gathers and coordinates data on diversity for PEO while serving as PEO's liaison with internal and external stakeholders.



- Collaborates with HR Systems to fully utilize DayForce for data storage and reporting requirements, work with HR Systems to create a plan and prioritize DE&I requirements.

General Duties

- Provides support to the Human Resources Director on a variety of diversity initiatives.
- Assembles required background information for meetings, committees, seminars and presentations.
- Focus on ensuring industry and HR best practices are being reviewed and incorporated into programs and strategy.
- Produces a variety of materials such as tables, charts, reports, spreadsheets, minutes and presentations.
- Prepares DEI-related presentations and communications.
- Act as a Subject Matter Expert partnering with and supporting the organization including but not limited to HR business partners (HRBPs) and managers.
- Provide leadership and guidance on emergent issues related to DE&I.
- Partner with HRBPs to understand needs of clients, provide advice and guidance to HRBPs, help HRBP's embed DE&I in the organization, work with HRBPs to support line managers in ensuring a diverse and inclusive workplace.
- Plans and administers diversity-related training.
- Develops and presents diversity initiatives and communications strategies to colleagues in the Human Resources department.
- Coordinates with Communications to develop promotional materials, as needed.

Specialized Skills and Knowledge

Knowledge of:

- Diversity, equity and inclusion themes and best practices.
- Current issues, best practices and trends surrounding diversity issues in the engineering sector.
- Diversity in the workplace and/or change management.
- Human Resources practices in relation to talent management and employment legislation.
- Data collection and analysis processes.
- Diversity and equity related legislation.
- Knowledge of employment equity and legislative requirements.

Skills and qualifications include:

- Post-secondary degree or diploma in diversity studies, human resources, or related field.
- Commitment and passion for promoting diversity, equity and inclusion.
- Minimum 6-8 years' experience working in diversity or related field.
- Proven ability to maintain effective working relationships and to deal courteously and professionally, with tact and discretion, with all levels of employees, members, community leaders and stakeholders, businesses and members of the public.
- Demonstrated experience in workshop facilitation and/or presentations.



- Detail-oriented and exceptional organizational skills.
- Demonstrated knowledge and experience in research methodology.
- Ability to understand, interpret and report on quantitative data.
- Analytical skills with demonstrated ability to capture and synthesize information to develop strategic action plans.
- Good interpersonal skills to work as member of a team.
- Excellent verbal and written communication skills to respond to internal and external stakeholder inquiries and to compose and prepare communications.
- Ability to take direction and work independently.
- Ability to research, analyze, assess and report on complex issues with attention to detail.
- Proficient with various standard office software programs including Microsoft Office products, word processing, database management, spreadsheet, presentation and graphics to create tables, charts and presentation packages.
- Ability to develop and cultivate a collaborative vision for diversity.
- Willingness to listen to different points of view, engage in respectful dialogue, and work with a variety of groups.
- Ability to manage multiple projects simultaneously and meet deadlines.
- High level of business acumen.
- Knowledge of human rights law is considered an asset.
- Experience working within the non-profit/regulatory sector is considered an asset.
- Travel may be required within Ontario to meet with industry and other stakeholders to promote the PEO's DEI strategy.

If you are interested in this role, please forward your resume and cover letter (including salary expectations) to peocareers@peo.on.ca by May 21, 2021.

PEO values diversity and is an equal opportunity employer. PEO is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act.

We thank all applicants in advance for your interest in our organization and advise that only those candidates selected will be contacted.