

The University of Regina should be the focus of your career. We are proud of our growing reputation for excellence in teaching and research, but there is much more that deserves a closer look.

See your future as part of the people who call the University of Regina their workplace of choice by viewing the following opportunity:

Coordinator, Respectful University Services

The university has the legal obligation to maintain a workplace free of harassment and discrimination. The role of the Coordinator is to provide leadership to the University community which includes faculty, staff and students by promoting a respectful environment. The Coordinator provides education, consultation, advice and coaching to individuals who have concerns that they have been harassed, bullied and discriminated against on campus; assesses complaints and facilitates appropriate resolutions; promotes and encourages positive and respectful workplace behaviour. The Coordinator develops positive relations with senior leadership, faculties, departments, unions and students with the goal of containing and resolving discord in a proactive manner before issues escalate and to meet its legal obligation to maintain a workplace free of harassment and discrimination and protect the university's reputation.

Nature of the Work

The Coordinator reports to the Associate Vice-President, Human Resources for issues regarding faculty and staff and works collaboratively with the Associate Vice-President (Student Affairs) for some issues concerning students. The position works collaboratively with Health Safety and Wellness, all levels of management and with various employee groups to achieve desired outcomes.

Specific Accountabilities

Provides expertise and advice on matters related to harassment, discrimination and respect. Works collaboratively to assess and provide continuing education. Provides education, advice, consultation coaching and mediation in resolving and remediating concerns and complaints of harassment, discrimination and related conflict. Maintains a collaborative and collegial working relationship with the university community.

Education/Promotion. Develops strategies for promoting a respectful university. Researches, develops and delivers educational strategies including information sessions, workshops and promotional material for management and staff based on evidence based practices. Promotes awareness and understanding of and sensitivity to issues of harassment and discrimination and creating a respectful university. Designs and provides information on issues of human rights,

harassment, discrimination, and workplace bullying and conflict resolution. Remains aware of current and future trends in the field such as the impact of technology through social media, email, texting and the development of apps which enables anonymous communication.

Complaint resolution. Provides consultation regarding concerns and complaints and advises on various options for resolution. Facilitates appropriate resolutions through coaching, facilitation, mediation and effective conflict resolution practices.

Assess complaints. Assesses and in some cases investigates written, signed complaints of harassment and discrimination as per the University policy and procedures. Prepares detailed written reports using accepted practices that indicate whether or not the Respectful University policy has been violated. The university uses external third party investigators as appropriate.

Projects, research and scholarship. Initiates, implements and participates in projects related to creating a respectful university. Remains up to date with legislative and current developments in the human rights field and with evidence based best practices' through an active program of self-generated continuing education.

Position Requirements:

- A graduate degree in social work, psychology, sociology, human justice, administration or law with considerable related experience or an equivalent combination of education, training and experience;
- Experience in progressively responsible positions in a similar or related field;
- Experience and training in the investigation of complaints;
- Formal training and experience in conflict resolution and mediation;
- Understanding of the principles of adult learning and the capacity to prepare and deliver training and educational material effectively;
- Broad knowledge of the principles, issues, trends and directions in the field of human rights; creating and maintaining respect in higher education and in the prevention of harassment and discrimination;
- Knowledge of applicable legislation;
- Thorough understanding of the physiological and psychological consequences of harassment and discrimination on witnesses and victims;
- Knowledge and understanding of the culture of post-secondary educational institutions;
- Proven ability to work effectively and collaboratively with a diverse group of individuals;
- Demonstrated strong interpersonal, verbal and written communications skills;
- Ability to manage work tasks effectively and the flexibility to respond to critical and emergent situations;
- An unqualified commitment to maintain confidentiality and privacy;

- Demonstrated ability to provide education to an adult audience;
- Excellent planning, organizational, analytical and administrative skills;
- Demonstrated excellence in problem solving and conflict management;
- Demonstrated excellence in analytical reasoning and legislative interpretation.

Bookmark your future at: www.uregina.ca/hr/careers

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Regina is committed to an inclusive workplace that reflects the richness of the community that we serve. The University welcomes applications from all qualified individuals, including individuals within the University's employment equity categories of women, persons with disabilities, members of visible minorities, aboriginal persons, individuals of diverse gender and sexual orientation and all groups protected by the Human Rights Code.

Competition number: 20181311

Closing Date: December 16, 2018