



Human Resources Business Partner – Diversity, Equity, Inclusion, Accessibility and Employee Experience

REPORTS TO: Director, Human Resources
STATUS: Permanent, full-time (35 hours/week)
HIRING RANGE: \$70,125.00 - \$76,313 per year
LOCATION: 1300 Yonge Street, Toronto, ON

ABOUT US

The Ontario HIV Treatment Network (OHTN), established in 1998, is a nonprofit organization with a mission to improve the health and lives of people living with and at risk of HIV by using data and evidence to drive change. We work with three main types of partners -- 1) testing programs and clinics; 2) AIDS service and other community-based organizations; and 3) policy and system leaders within and beyond the health sector – to support the implementation of the provincial HIV strategy, priorities, and directions.

ABOUT THE ROLE

The Human Resources Business Partner – Diversity, Equity, Inclusion, Accessibility and Employee Experience is responsible for supporting all activities at OHTN in the areas of EDI, Reconciliation (T&R) initiatives and Accessibility. The role will provide subject matter expertise, support and guidance to staff, volunteers and the Board in the areas of EDI and T&R initiatives. As a member of the Human Resources team the incumbent will also provide support in Training, Labour/Employee Relations, Hiring and Policy development.

Diversity, Equity and Inclusion:

- Supports OHTN in the review, enhancement and completion of DEI organizational strategies.
- Develops and leads the execution of action plans in the areas of DEI and T&R based on the strategy developed, including the support of the Board Diversity, Equity and Inclusion Advisory Committee (DEIAC) and other Board Committees.
- Acts as OHTN's subject matter expert in the areas of EDI and T&R. As such, keeps abreast of leading practices and research.
- Develops content with the Communications department for communications channels to inform about EDI and T&R initiatives, educational materials, resources and process in implementing action plans in these areas.
- Leads the organization in the collection, analysis and reporting of EDI and T&R data to measure trends
- Provides advise, guidance and subject matter expertise to staff in the areas of EDI and T&R.
- Conduct collecting and benchmarking of internal demographic data, industry trends, and other related information.
- Develop and facilitate talent management initiatives that support the attraction, mentorship, retention and advancement of members of BIPOC and racialized communities.
- Develop, recommend and facilitate the integration of DEI materials (training, policies, procedures, metrics) to help create a more equitable and inclusive OHTN.

- Develop, facilitate and/or recommend training that fosters an inclusive culture with emphasis on topics such as human rights and harassment, anti-black racism, unconscious bias, allyship, civility and respect, cultural competence, etc.

Accessibility:

- Ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA)
- Ensure all required and new training is facilitated and completed to remain compliant with legislation
- Assist in AODA audits, initiatives and completion of workplan items
- Review and create policies and procedures related to Accessibility and the AODA
- Develops and Facilitates related AODA training for OHTN employees

Employee Experience

- Assists in the execution and update of the organization's strategy for culture and engagement.
- Supports OHTN's employee engagement process, including survey development, execution of workplan items, implementation and reporting, review and assessment of results.
- Supports engagement initiatives, including employee surveys and focus groups to measure employee satisfaction and engagement
- Assists in the development of OHTN's Learning and Development strategy in the promotion of a Learning Culture
- Develops and facilitates training to OHTN employees

Human Resources

- Reviews and provides advice on OHTN's Human Resources Policies, Procedures and Practices with a lens to Diversity, Inclusion, Equity and Accessibility.
- Assists in investigations with regards to Harassment or Discrimination.
- Supports talent management initiatives including but not limited to: recruitment and onboarding, culture and employee engagement, talent development and workforce planning.
- Conducts workplace training and assists in the development of the training plan and strategy.
- General Human Resources filing and support
- Answers inquiries from employees

Other Duties

- Other additional and/or alternative duties as assigned

ABOUT YOU

- Bachelor's degree in DEI or Human Resources
- 3+ years of experience leading organizational EDI initiatives or programs.
- 3+ years of experience in research and best practices related to EDI.
- 3+ years of experience in working with Indigenous Peoples and in issues of Truth and Reconciliation.

- Experience supporting diversity, equity and inclusion efforts at an organization, regulatory body or professional services firm.
- Demonstrated knowledge of workplace inclusion concepts and methodologies.
- Demonstrated knowledge of Truth & Reconciliation with Indigenous People in Canada.
- Skills in data analysis, report writing, developing and facilitating education / training, and project management.
- Keen attention to detail, action-oriented, excellent organization skills and demonstrated ability to move forward multiple projects simultaneously.
- Strong communication skills, both verbal and written. Demonstrated ability to build relationships and communicate and collaborate effectively across all functions and levels.

HOW TO APPLY

If you are interested in this position, please submit your application via e-mail to careers@ohtn.on.ca

- Please use the **“2024.02- Human Resources Business Partner – DEIA and Employee Experience”** as the subject line
- Your cover letter and resume should be attached as a single PDF/Word file

APPLICATION DEADLINE: SUNDAY MARCH 31ST, 2024

We would like to thank all applicants in advance for their interest in the OHTN, but only candidates receiving serious consideration will be contacted. No phone calls or agencies please.

All new OHTN employees are required to be fully vaccinated against COVID-19 as a condition of employment in accordance with the OHTN’s workplace COVID-19 vaccination policy, unless they are exempt on the basis of medical or other grounds pursuant to the Ontario Human Rights Code. Successful applicants will be required to provide proof of vaccination or proof of a documented medical exemption as part of the hiring process.

The OHTN is committed to employment equity and to the greater involvement and meaningful engagement of people living with HIV/AIDS ([GIPA/MIPA](#)) in all that we do. We welcome those who strive to understand and appreciate the diversity of our network, population, and community. We encourage applications from persons living with HIV/AIDS and people with culturally diverse backgrounds to join our team.

We are also committed to fostering inclusion and accessibility in all areas of our work. If you require accommodation during the hiring process, we will work with you to meet your needs.