



VICTORIA UNIVERSITY  
IN THE UNIVERSITY OF TORONTO

## JOB OPPORTUNITY

### Professionals / Managers & Confidentials – Office of the President

**Posting Date:** April 10, 2026

**Closing Date:** May 3, 2026

**Position Title:** Senior Lead, EDIA (Equity, Diversity, Inclusion and Accessibility)

**Department:** Office of the President, Victoria University

**Appointment Type:** Continuing (Permanent)

**Classification:** PM – 3

**Salary:** Target hiring range: \$83,371 - \$104,213 --- Range maximum: \$129,774

**Schedule:** Full time, Monday – Friday, Occasional Evening and Weekends may be required

*Victoria University is committed to equity in access to employment and a diverse and inclusive workplace. The University encourages applications from racialized persons/persons of colour, women, Indigenous people, persons with disabilities, 2SLGBTQI+ persons, and others who may contribute to the further diversification of ideas. If you require accessibility accommodation, please contact the Human Resources Department [vic.hr@utoronto.ca](mailto:vic.hr@utoronto.ca)*

#### **POSITION SUMMARY:**

The Senior Lead, Equity, Diversity, Inclusion, and Accessibility (EDIA) is responsible for advising, supporting, and delivering programs that advance Victoria University's commitment to an inclusive, equitable, and accessible environment for all community members: students, faculty, librarians, management, and staff. A core responsibility is to develop an EDIA strategy and implementation plan for the university, informed by research and best practices. The Senior Lead drives meaningful progress by providing actionable plans, strategic recommendations, and tangible activities that identify, eliminate, and prevent barriers. The Senior Lead fosters a culture where all community members feel included, valued, and supported through strong cross-campus partnerships and collaboration with the broader community, with a focus on innovation, continuous improvement, and compliance.

#### **RESPONSIBILITIES INCLUDE:**

##### **1) Education, Awareness, Communications and Partnerships**

- Design and facilitate EDIA programming incorporating inclusive pedagogy and universal design principles.
- Chair and coordinate the Equity, Diversity, Inclusion and Accessibility Committee (agenda planning, briefing notes, follow-up).
- Draft and review EDIA-related messaging with the Office of the President and Communications.
- Collaborate with institutional offices to ensure accessible, inclusive programming and materials.
- Advance physical and digital accessibility; conduct annual audits and prepare improvement plans with measurable targets.
- Serve as AODA Officer (compliance, required reports, audits, records).
- Engage external partners and service providers.

## **2) Metrics, Evaluation, Reporting, Policy and Strategy**

- Lead development, implementation, and evaluation of the EDIA strategic plan.
- Maintain and coordinate reporting, including KPIs; prepare recommendations for gaps or opportunities.
- Monitor and evaluate programs (e.g., participation rates, satisfaction scores, impact metrics).
- Design metrics frameworks (e.g., engagement, accessibility compliance, time-to-resolution, representation).
- Prepare annual reports; present findings, recommendations, and progress to leadership.
- Maintain a database of EDIA activities and initiatives.
- Oversee EDIA-related surveys and prepare reports with actionable insights.
- Ensure alignment with legislation and regulations; provide policy recommendations.
- Engage external partners and peer institutions.
- Ensure privacy, security, and ethical use of data.

## **3) Issues Management, Advice and Support**

- Serve as an advisor to leadership and Human Resources on sensitive EDIA matters; provide confidential advice and recommendations.
- Receive and refer concerns; track themes and risks while ensuring privacy and confidentiality.
- Maintain de-identified records; prepare analyses for prevention and continuous improvement.
- Monitor emerging issues; provide strategic advice.
- Support timely resolution within established timelines.

## **4) Leadership, Team and Operations**

- Lead and contribute to committees, working groups, and cross-functional EDIA projects.
- Direct project teams; assign work and support training, development, and performance management.
- Monitor budgets; ensure compliance and maintain financial records.
- Champion change management and stakeholder engagement.

## **REQUIRED QUALIFICATIONS:**

### **EDUCATION**

- University degree in Social Sciences, Human Resources, Business Administration, or related discipline; graduate degree preferred.
- Canadian Certified Inclusion Professional (CCIP) designation is considered an asset.

### **EXPERIENCE**

- Minimum five (5) years of experience in EDIA advising and programming, including the development, implementation, and evaluation of initiatives that advance equity and inclusion; plus two (2) years of experience managing staff/teams.
- Strong track record in leading project teams and committees.
- Experience designing and implementing EDIA strategies, training programs, and evaluation frameworks.

- Strong grounding in anti-oppression, anti-racism, critical race theory, and intersectional equity frameworks.
- Informed and active leadership with self-reflection to confront bias and systemic barriers; ability to build inclusive practices in processes, policies, and systems.
- Knowledge and practical application of relevant legislative requirements, including AODA and Human Rights (e.g., Ontario Human Rights Code); familiarity with Scarborough Charter commitments and the Truth and Reconciliation Commission Calls to Action is an asset.

## **SKILLS**

- Strong communication (oral and written), presentation, and group facilitation skills; ability to tailor messaging for diverse audiences and senior leadership.
- Conflict resolution skills with diplomacy and discretion; ability to handle sensitive matters ethically and confidentially.
- Project and change management experience; ability to plan, organize, multitask, and deliver results with high attention to detail.
- Proficient in data analytics and reporting, using metrics and KPIs to assess impact and support decision making
- Strong relationship-building skills with internal and external stakeholders; trusted advisor to leaders and teams.
- Computing skills: proficiency in the full MS Office suite; familiarity with accessibility tools and platforms; comfort exploring AI-enabled solutions to advance EDIA goals.
- Financial administration; monitoring budgets and preparing expenses and invoices for processing

## **TO APPLY:**

Interested applicants are asked to submit their resume and cover letter through our careers page before **11:59 PM on May, 3, 2026**, by visiting the link: <https://jobs.dayforcehcm.com/en-US/victoriauniversity/CANDIDATEPORTAL/jobs/1876>

*Victoria University thanks all applicants for their interest, however, only those selected for an interview will be contacted.*