

Job Description

Respectful College Advisor, Legal and Compliance

Requisition No:	00172
Posting Start Date:	08-16-2024
Posting End Date:	08-30-2024
Region:	Winnipeg
Full Time:	Yes
Permanent:	Yes
Location:	Notre Dame Campus
Expected Hires:	1



RRC Polytech is committed to accessible employment and to ensuring that our hiring processes are barrier free. If you require information in an alternate format, or if you require an accommodation to participate in the hiring process, please contact humanresources@rrc.ca.

Respectful College Advisor Legal and Compliance

POSITION TYPE: Full-Time Position Available

SALARY: \$72,233 - \$96,738 per annum

POSITION LOCATION: Notre Dame Campus (Winnipeg, MB)

At RRC Polytech we aspire to have a workforce that is representative of the diversity within our communities. For this hiring process, a preference hiring practice will be applied. First consideration will be given to applicants who self-identify within their application as one or more of the following equity-deserving group(s): Women, Indigenous Peoples, Persons with Disabilities, Racialized Persons, Persons of the 2SLGBTQIA+ Community. First consideration will also be given to internal applicants. For more information about our hiring practices, please visit: www.rrc.ca/hr/work/hiring-process/.

ELIGIBILITY LIST: This competition may be used to establish a 6 month eligibility list of qualified candidates for future vacancies.

DUTIES

Reporting to the General Counsel, the Respectful College Advisor is a point of contact for education, processes and all reports of concerns or complaints related to respectful workplace and learning environment, discrimination and harassment, and sexual violence in all its forms for all members of the RRC Polytech Community. The Advisor provides information and support including available options and resources so the concerned party (complainant or survivor) can make informed decisions about how to proceed. The advisor leads the process for intake, assessment, referral to investigation and conducts alternative resolution processes related to respectful workplace and discrimination and harassment. The Advisor provides intake, assistance and support to students, faculty, and/or staff affected by sexual violence including resource recommendations and making appropriate referrals.

REQUIRED QUALIFICATIONS

- University degree in Human Resource Management, Social Work, Law, Counselling, Mediation or Conflict Resolution, or the Humanities or an equivalent combination of education and experience
- Understanding and knowledge of relevant legislation or legal concepts including the Manitoba Human Rights Code as well as key concepts related respectful workplaces, including around interpersonal disputes, bullying, discrimination and harassment, and sexual violence
- Experience in a role involving alternative resolution processes such as conflict coaching mediation or other forms of conflict resolution
- Experience managing a case load with strong organizational and prioritization skills
- Demonstrated exceptional listening, communication and interpersonal skills are essential
- Ability to work in a trauma informed manner. Must be able to build trusting relationships, use tact and diplomacy, and engage with various stakeholders and members of the College community, and to build rapport with staff, students, faculty, administration and unions with the ability to put people at ease in emotionally charged situation
- Experience in making presentations or facilitating training
- Ability to maintain confidentiality
- Ability to research policies, and best practices
- Knowledge of investigative techniques and best practices, including fairness
- Ability to work with multi-interdisciplinary team members
- Proficiency in MS Office applications including word processing, spreadsheet, database and presentation software applications
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSET QUALIFICATIONS

- Experience in post-secondary environment or organization of similar size and complexity

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- May be required to work at various RRC Polytech campuses
- Incumbent must provide a current and satisfactory Criminal Records Check, including a Vulnerable Persons Sector Check

Please note that applicants internal to Red River College Polytechnic must apply through My Portal on HRIS Unlimited.

RRC Polytech campuses are located on the lands of Anishinaabe, Ininiwak, Anishinew, Dakota, and Dené, and the National Homeland of the Red River Métis. We recognize and honour Treaty 3 Territory Shoal Lake 40 First Nation, the source of Winnipeg's clean drinking water. In addition, we acknowledge Treaty Territories which provide us with access to electricity we use in both our personal and professional lives.