

Position Description

Human Resources Advisor - Inclusivity, Diversity, Equity and Anti-Racism (IDEA) Specialist

Position Title: Human Resources Advisor - Inclusivity, Diversity, Equity and Anti-Racism (IDEA) Specialist

Department: People Strategy

Employee Group: Non Union, Part time Contract
(22.5 hours per week; 2 year contract)

Pay Band: \$37.43 per hour to \$43.03 per hour; 2025 rates

Reports To: Vice President People Strategy and Chief Human Resources Officer (VP PS and CHRO)

Deadline to Apply: October 2nd, 2026

Position Summary and Mission Impact Statement:

Norfolk General Hospital (NGH), West Haldimand General Hospital (WHGH) and Norfolk Hospital Nursing Home (NHNH) are committed to a diverse, equitable and inclusive work environment to enable our mission of delivering high-quality, integrated and innovative care.

Reporting to the Vice President People Strategy and CHRO, the HR Advisor - IDEA Specialist will work across NGH, WHGH and NHNH to create an inclusive environment where all employees and credentialed staff feel valued and able to bring their authentic selves to work. This role involves strategy development, training, policy implementation, and compliance with relevant legislation. The IDEA Specialist is the organizational practice and thought leader for guiding and implementing initiatives that advance Norfolk General Hospital's, Norfolk Hospital Nursing Home's and West Haldimand General Hospital's goals in inclusion, diversity, equity, and anti-racism.

As a member of the People Strategy team, the HR Advisor – IDEA Specialist services as a confidential management resource and provides specialized advice and recommendations to organizational leadership on matters relating to inclusion, diversity, equity, anti-racisms, accessibility and human rights. The position supports the employer in the development and application of workplace policies and practices, provides advice regarding sensitive employee and workplace matters, and may participate in confidential employee and labour relations processes within its area of expertise.

The HR Advisor – IDEA Specialist enables a respectful work environment for all by delivering projects that meet our Strategic Plan and IDEA objectives. These IDEA projects will be developed and refined based on evidence informed practices, while remaining on time, on scope and on budget. The successful candidate will apply project management methodology with deep knowledge and experience in diversity, equity and

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inclusion programs. Working in partnership with the HR team and the IDEA Committee, the HR Advisor - IDEA Specialist will execute projects to successful completion.

Qualifications, Experience and Skill Requirements:

- Undergraduate University degree in Public Administration, Diversity Studies, Equity Studies, Human Resources, Cultural Studies, Indigenous Studies, Black Studies, Social Psychology, or a related field.
- Certifications in employment diversity, equity, and inclusion and adult learning preferred
- 5 years of progressive experience in diversity and equity policy development and leading sustainable culture change and transformation, preferably in healthcare or public sector.
- Demonstrated experience selecting, or leading design and creation of training programs for knowledge exchange/integration, to ensure comprehensive management of diversity, equity, accessibility and inclusion issues across organizations with an emphasis on continuous improvement.
- Ability to work effectively with diverse stakeholders, sometimes with polarized interests, in a unionized setting.
- Demonstrated capability in planning and implementing change management strategies.
- Ability to do needs assessments, data collection, analysis and evaluation, reporting and presentation.
- Demonstrated experiences in multi-cultural, ethnically diverse communities
- Demonstrated understanding of legal frameworks related to IDEA and Human Rights.
- Exceptional interpersonal, facilitation, and mediation skills.
- Excellent oral and written communication skills to communicate in a meaningful way, including in presentation formats to a wide variety of audiences
- Experience in reviewing and addressing accessibility issues in accordance with the AODA.
- Demonstrated experience advancing IDEA, AODA, and Human Rights initiatives within a complex organization.
- Demonstrated experience developing and launching IDEA events, procedures, and standards.
- Proficient computer skills in Windows based systems (Word, Excel, Outlook, PowerPoint)
- Clear police clearance (regular)
- Demonstrated high level of interpersonal, teamwork and conflict management skills
- Experience facilitating training and creating a safe space for open, insightful dialogue that propels our IDEA work forward.
- Ontario G level drivers license required

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Major Responsibilities and Key Deliverables

- Coordinate the activities of the IDEA Committee including meeting agenda, report preparation, documenting minutes, facilitating educational opportunities and training for members, preparing quarterly and annual reports with progress noted towards established goals and undertakes to annually update the AODA and IDEA plans.
- Work with internal stakeholders to develop strategies and action plans to implement policies and procedures to embed IDEA projects into operational practices
- Develop and launch training and awareness for IDEA projects and events
- Coordinate functions and awareness campaigns for IDEA concepts and events
- Liaison between community partners and internal stakeholders for IDEA practices and operational requirements
- Research and complete trend/data analysis, reporting
- Facilitate stakeholder surveys and engagement
- Supports the development, implementation and evaluation of AODA and IDEA plans with a mindset to continuous improvements
- Continually brings awareness to accessibility issues related to built environment, education, employment, services, information and communication, etc.
- Leads the development, facilitation, educational awareness and advocacy of inclusion, diversity, equity and anti-racism programs.
- Work with Communications on the communication and marketing of related programs.
- Facilitates and supports the development of partnerships with community and government stakeholders related to IDEA
- Research and review related grant funding opportunities
- Other duties as assigned.

Leadership Duties:

- Provide functional advice to various employee groups and leaders throughout the organization.

Financial Management

- Monitor the budget for IDEA Committee and initiatives
- Provide feedback to the VP PS and CHRO
- Review available grant funding opportunities

Interpersonal Skills and Contacts

Internal

- Interact with all levels of staff and leadership across all organizations
- Interact with union chairs

External

- Interact with community partners
- May interact with related provincial partners

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- External consultants
- External service providers

Physical Demands

- Lifting up to 20 lbs
- Standing, sitting for prolonged periods of time
- Phone work
- Keyboarding for prolonged periods of time
- Stairs, walking

Working Conditions and Environment

- Typically works Monday to Friday averaging 22.5 hours per week, flexible schedule
- Evening and weekend hours worked as required
- Open office type environment
- travel between sites is required

Core Competencies:

Problem Solving	Conflict Resolution	Team Building
Technology	Communication	Coaching/Mentoring
Approachable	Procedure Development	Build Positive Work Culture
Networking internally and externally		

Please note:

Current resumes must be submitted to Human Resources at: hrrecruit@whgh.ca
Please include the position in the subject heading.

In order to ensure equal opportunities during the recruitment and selection process, West Haldimand General Hospital provides accommodations for applicants with disabilities upon request.

West Haldimand General Hospital thanks all applicants for their interest. Please note only those applicants selected for an interview will be contacted.

WHGH does not use AI to screen, assess or aide in the selection of our recruitment process. This position is being posted to fill a current vacancy.