



EMPLOYMENT OPPORTUNITY

Closing Date: 23.07.2024

DIVERSITY AND INCLUSION ADVISOR (12-18 MONTH TERM) **WINNIPEG, MB**

Manitoba Hydro is consistently recognized as one of Manitoba's Top Employers!

Great Benefits

- Competitive salary and benefits package.
- Defined-benefit pension plan.
- Nine-day work cycle which normally results in every other Monday off, providing for a balanced approach to work, family life and community.
- Flex-time and partially remote work schedule (providing the option to work remotely 3 days per 2 week period), depending on nature of work, operational requirements and work location.

Manitoba Hydro is a leader among energy companies in North America, recognized for providing highly reliable service and exceptional customer satisfaction. Join our team of Manitoba's best as we continue to build a company that supports innovation, commitment, and customer service, while actively supporting a diverse, equitable and inclusive workplace.

We are seeking a professional and dynamic Diversity & Inclusion Advisor to join our Talent Acquisition and Diversity, Equity, and Inclusion team for a 12-18 month term. Under the general guidance of the Diversity, Equity & Inclusion Lead, the Diversity & Inclusion Advisor is responsible to coordinate, review, enhance, and implement employment equity programs and systems that support Manitoba Hydro's talent acquisition and retention strategies of a diverse workforce. Provide consultation and education on diversity, equity, and inclusion issues throughout the enterprise. Build strategic relationships that directly support Manitoba Hydro's goals and diversity, equity, and inclusion initiatives.

Responsibilities:

- Responsible for the design and development of diversity programming designed to recruit and retain equity group members.
- Manage Manitoba Hydro's Educational Funding Program. Promote Manitoba Hydro's scholarships and bursaries across the province and manage relationships with educational institutions.
- Build strategic relationships with internal and external stakeholders that support Manitoba Hydro's goals of creating a diverse workforce and inclusive workplace.
- Develop and deliver presentations, information sessions, and webinars regarding diversity and inclusion topics to internal and external stakeholders.
- Act as secretary for the Diversity Council and help plan and lead the quarterly meetings.
- Oversee and participate as the section representative in various Employee Resource Groups, such as Asian Pacific Islander, Women, and Women in Trades, etc.
- Coordinate and plan various recruitment, engagement, and retention events, such as International Women's Day.
- Create written content on diversity, equity, and inclusion topics for websites, reports, and articles.
- Provide consultations, awareness, and education on diversity, equity, and inclusion issues.
- Oversee the Women in Trades Forum, establish internal mentorship arrangements, engage women-in-trades in meaningful discussion, and work with line areas to identify systemic barriers that may be in place.

Qualifications:

- Minimum four-year Bachelor of Commerce Degree (HR Major) from an institute of recognized standing and a minimum of three years of directly related experience.
OR
- Two-year related Diploma (HR Major) from an institute of recognized standing plus a minimum of five years directly related experience.
- Demonstrated commitment to diversity and inclusion and understanding of challenges faced by employment equity and diverse groups.
- Experience and demonstrated effectiveness in promoting diversity, equity, and inclusion programming.
- Possess current knowledge of Employment Equity, Human Rights Code, and Accessibility for Manitobans Act (AMA).

- Motivated to stay abreast of trends, developments, and best practices in Employment Equity, Diversity, and Inclusion, and to upgrade professional knowledge.
- Proven skills in managing projects and delivering on tight timelines.
- Proven interpersonal skills with the demonstrated ability to establish and maintain effective working relationships at various levels within the Corporation, as well as with external agencies.
- Strategic thinker who ensures that priorities align with the Corporate Strategy and internal and external stakeholder and customer needs.
- Strong written communication skills with experience writing reports and recommendations.
- Adaptable and flexible in responding to changes in the environment and business requirements.
- Must have strong skills in the use of Microsoft Word, Excel, and PowerPoint.
- Experience in SharePoint and/or Qualtrics considered an asset.
- Demonstrated ability to handle confidential or sensitive information with discretion.
- Willing to travel by air, land, and water throughout the province.
- Possess a valid Class 5 drivers licence.

Salary Range

Starting salary will be commensurate with qualifications and experience. The range for the classification is \$38.22-\$52.90 Hourly, \$73,229.00-\$101,357.24 Annually.

Apply Now!

Visit www.hydro.mb.ca/careers to learn more about this position and to apply online. The deadline for applications is **JULY 23, 2024**.

We thank you for your interest and will contact you if you are selected for an interview.

This document is available in accessible formats upon request. Please let us know if you require any accommodations during the recruitment process.