

Request for Expression of Interest

Workplace Equity and Inclusion Coaches for The Wood Buffalo Workplace Inclusion Charter Expansion and Implementation Project

The Regional Municipality of Wood Buffalo (RMWB) is seeking people with experience in the Equity and Inclusion field to support the implementation and expansion of the Workplace Inclusion Charter (WIC) in the Wood Buffalo region.

The Inclusion Coaches will help employers transform corporate culture and organizational systems thorough addressing diversity, equity, and inclusion for systematically excluded groups, including Indigenous peoples, people with disabilities, racialized communities, seniors, women, sexual and religious minorities.

Inclusion Coaches Scope of Work:

- Support employers that are looking to implement inclusive practices in the workplace to help them understand the organization's Diversity and Inclusion profile in four key areas:
 - embed equity and inclusion into organizational culture and daily operations (policies, procedures, recruitment, retention & career development)
 - improve supports for employees
 - training and development
 - leadership accountability
- Development of an equity and inclusion assessment survey based on the WIC commitments.
- Collaborate with employers to develop a customized action plan with measurable goals to meet the commitments set in the WIC.
- Support employers with implementing their customized equity and inclusion action plan through coaching, connections to community resources, and access to the WIC toolkit resources designed to address different locally identified employer inclusion and diversity needs.
- Support the planning and execution of the Equity and Inclusion Workshop Series for the WIC signatories.
- Support the planning and execution of the WIC's Recognition Program for the signatories that meet the commitments.
- Co-facilitate workshops related to equity and inclusion.
- Support the development of additional resources.

Respondents are asked to submit a resume and cover letter to the Municipality by November 29, 2022 to Inclusion.RMWB@rmwb.ca to the attention of Krystell O'Hara, Equity and Inclusion Program Manager.

Overview

The Wood Buffalo Workplace Inclusion Charter expansion and implementation phase is a project by the Regional Municipality of Wood Buffalo in partnership with the Wood Buffalo Local Immigration Partnership focused on supporting employers in creating more equitable and inclusive workplaces for their employees and their clients through a declaration of principles, a list of commitments, tools and resources to support implementation. The Charter commitments are based on local and national research and best practices in addressing diversity, equity, and inclusion in the workplace to bolster employer's capacity to recruit and retain highly skilled and underutilized talent.

The Inclusion Coaches will work in collaboration with Municipal staff of the Cultural & Social Development Branch, the Equity and Inclusion Office, and the Wood Buffalo Local Immigration Partnership to engage businesses and guide them through an initial self-assessment to identify needed areas of improvement and provide the tools and resources to implement the inclusion practices based on each organization's commitment.

Eligibility:

Lived experience as a member of a marginalized or historically and systematically excluded group, **and** a college diploma, certificate, or two years of related work experience is required.

Budget Information:

A total budget of \$74,700.00 will be awarded to each Inclusion Coach for the term of this contract (January 2023 – July 2024).

Selection Process:

The successful respondents will be selected through an open call process. A selection panel comprised of Equity and Inclusion Office municipal staff will review and evaluate the candidates according to the selection criteria. Finalists may be invited to discuss their experience and answer questions related to working in the field of equity and inclusion.

Selection Criteria:

The following criteria will be considered when selecting the inclusion coaches:

- an understanding of experiences of diverse and marginalized communities in the workplace
- lived/living experience as a member of an equity-deserving group
- knowledge of the intersectionality of various forms of discrimination in the workplace
- interpersonal, leadership, problem-solving, negotiation, and group facilitation skills

- a good level of emotional intelligence with the ability to effectively work through difficult or challenging conversations
- an understanding and knowledge of equity, diversity and inclusion practices, principles, and initiatives
- demonstrated success connecting and developing rapport with a variety of people
- ability to maintain trust and credibility through discreet use of sensitive and confidential information.

The successful applicant will have their own means of transportation and must liaise with business in diverse economic sectors and community organizations. This Request for Expression of Interest process does not constitute any obligation on the part of the RMWB to enter into negotiations with any interested party.

Contact Information

All inquiries can be directed to:

Equity and Inclusion Office
Culture & Social Development Branch, Community and Protective Services Department
Regional Municipality of Wood Buffalo
E-mail: inclusion.RMWB@rmwb.ca