Inclusion, Diversity, Equity and Accessibility (IDEA) Lead

Position Advertisement
Perimeter Institute for Theoretical Physics is a leading center for scientific research, training, and outreach in theoretical physics, located in Waterloo, Ontario, Canada. Our mission is to advance our understanding of the universe, stimulating breakthroughs that will transform the future. We also train the next generation of physicists and share the excitement and wonder of science with students, teachers and the general public.

Known internationally as a vibrant, innovative leader, Perimeter is committed to advancing inclusion, diversity, equity, and accessibility (IDEA). We have made good progress with several effective initiatives, and through the work of the Inclusive Perimeter Platform, the institute’s volunteer-led IDEA effort. But there is room to do more.

We are now seeking an Inclusion Diversity Equity and Accessibility (IDEA) Lead to fully implement our IDEA strategy.

You are well-versed in IDEA theory and practice, well acquainted with academic culture, articulate, diplomatic, a careful listener, a terrific organizer, a flexible optimist, and above all, a person who gets things done.

Tasks, Responsibilities and Duties:
Reporting to the Director, People and Culture, and working closely with both the Academic and Research Programs Team as well as Perimeter’s Inclusive PI Platform, you will work collaboratively across Perimeter’s community, providing expertise, improving policies and processes, and developing and implementing creative solutions to advance IDEA at Perimeter.

More specifically you will be responsible for:

- Driving the implementation of our multi-year IDEA strategic plan, working alongside leaders and community members to embed IDEA into the Institute’s activities and programs.

- Establishing KPIs and metrics to assess the success of IDEA initiatives. Conducting surveys and research, collecting and maintaining IDEA-related data. Creating reports and presentations on that assess and advise on progress, and how we can improve.

- Staying informed of IDEA best practices and related legislation, developing policies and practices that reflect them and working with relevant groups to implement them.

- Identifying priority issues/topics to be addressed with education/training (e.g., microaggressions, equitable hiring practices., etc.). This includes developing a repository of IDEA related resources, sourcing external training and providing training where appropriate.
• Reviewing, assessing, and advising on best practices in inclusive hiring. Providing guidance and training to hiring committees and where appropriate, participate in selection meetings.

• Providing guidance and support to the Inclusive PI Platform, which is comprised of many employee volunteer working groups (employee resource groups) focused on IDEA-related topics.

• Contributing to the further development, maintenance, and review of our Accessibility for Ontarians with Disabilities (AODA) program, improving accessibility in both our physical and virtual environments.

• Developing and delivering programs meant to engage and celebrate diversity within the community i.e., showcasing research, creating awards, events etc.

• Developing and maintaining a budget for all IDEA-related activities and initiatives.

• Supporting projects, initiatives, and committees where EDI expertise is beneficial.

Who are we looking for?

• Advanced education acquired in STEM or IDEA related fields of study, including but not limited to: Physics, Math, Chemistry, Engineering, Equity Studies, Human Rights, Social Sciences, Gender Studies, Race Studies, Indigenous Studies or Cultural Studies. Other areas of education and experience will be considered in combination with candidate competencies and relevant experience.

• Experience in implementing IDEA initiatives and working strategically with members of senior leadership working on organization-wide committees and collaborating with multiple stakeholders.

• Experiential knowledge in IDEA practices with demonstrated ability to turn theory into practical, meaningful, and measurable action.

• A great communicator who can deliver prudent and informed advice on sensitive issues while maintaining the dignity and confidentiality of all parties.

• A terrific organizer with a track record of leading and managing complex projects in a diverse environment.

• A collaborator who thrives on building consensus and collaboration.

Please submit your cover letter and resume indicating experience and relevant qualifications as well as an Inclusion, Diversity, Equity, and Accessibility (IDEA) statement describing your lived experience and goals towards supporting and advancing a culture of equity and inclusion at Perimeter Institute before July 4, 2022, in order to ensure full consideration of your application. The posting will remain live until the position is filled. We thank all applicants in advance for their interest and support of Perimeter Institute but will only be...
connecting with select individuals.

Perimeter Institute is committed to diversity within its community and especially welcomes applications from racialized persons, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

*Perimeter Institute provides support throughout the application process for applicants with disabilities. We work with you to understand the impact of your disability to appropriately accommodate you during the application/interview process. Please contact accessibility@perimeterinstitute.ca for assistance.*

**Covid-19 Safety Measures at Perimeter Institute**

Please visit our website for information about our current *Covid-19 Safety Measures and Policy.*