



Investigator

St. Francis Xavier University is a top-ranking Canadian university focused on academic excellence, innovation in teaching and research, service to society and international outreach. We are currently seeking applications for an Investigator to join our Human Rights & Equity Office. The investigator conducts investigations into harassment and discrimination complaints (including sexual violence). Investigations must be carried out through a trauma-informed lens. Investigations will be of a sensitive and private nature that will involve students, faculty and staff.

The investigator will also assist the campus community with informal conflict resolution, respond to concerns, including coaching, facilitated discussions, mediation, and other forms of resolution while maintaining confidential case-related documentation.

This is a non-union part-time position (20 hours/week) in Salary Band D with a range of \$27,289-33,332 (based on 20 hours/week) and may be reevaluated following the completion of specific training. To align with StFX's strategic plan to attract and retain a diverse population of students from under-represented groups, and to reflect that in our staff and faculty members, we are specifically seeking applicants who self-identify as belonging from a current and historically excluded group. Please be sure to indicate how you meet these requirements in your submission.

The Investigator will carry out the following duties:

- Interview complainants, witnesses, and employees to gather facts in order to investigate cases of alleged harassment and discrimination in accordance with StFX's Harassment and Discrimination Policy and the Sexual Violence Policy
- Be mindful of further traumatization throughout the entirety of the investigation process.
- Prepare investigation findings reports.
- Update and maintain case files and case management records in order to report on the status of assigned investigations.
- Collaborate with university staff during any investigation to advise of progress and any trauma supports a party to the investigation may require.
- Assist with informal conflict resolution, including facilitated discussions, mediations, restorative circles.

Knowledge and/or Skills Required

- Experience investigating sensitive issues like sexual violence or harassment and discrimination complaints. Experience conducting interviews with complainants and respondents.
- Knowledge of trauma-informed investigation techniques and creative ability to properly investigate allegations of sexual violence while avoiding re-traumatization to the greatest extent possible.
- Ability to deeply comprehend social and/or sensitive issues realized by African Nova Scotian/African Canadian/African descent students communities and/or Indigenous/Mi'kmaq communities is an asset
- Experience navigating the post-secondary sector is an asset.
- Training and experience in conflict resolution using restorative approaches is an asset

- Good judgment and ability to manage highly sensitive and confidential information. Exceptional analytical and critical thinking skills demonstrated by the ability to analyze information and facilitate resolution of difficult challenges, including the ability to handle complex issues of extreme sensitivity.
- Demonstrated superior ability to write concise, logical and analytical reports to convey complex issues.
- Demonstrated ability to prioritize tasks, manage multiple deadlines and work independently while maintaining high levels of organization.
- Strong interpersonal skills and the ability to work with diverse people, including young adults, parents of college or university students, faculty, staff, law enforcement, and persons of diverse background.

Minimum Qualifications

Applicants must have attained the following minimum educational qualifications:

- Bachelor's degree from an accredited university or an advanced diploma from an accredited college in the area of social work, law, counselling, human resources or other relevant field; Masters or PhD from an accredited university in the area of social work, law, counselling, human resources or other relevant field or would be considered a strong asset.
- Demonstrated knowledge of the needs and experiences of equity-deserving communities.
- Demonstrated work experience in applying federal, provincial or territorial employment, labour, and/or human rights legislation, regulations or harassment policies is considered an asset.
- The successful candidate need not have all the skills required for the position, StFX will train; however, starting salary and responsibilities will be commensurate with skills and experience

Closing date for applications is **1 p.m. (AT), Friday, June 3, 2022**. To apply please submit a letter of application and a resume in confidence to:

Human Resources, StFX University

email: careers@stfx.ca

Only those selected for an interview will be contacted

St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.

StFX is seeking candidates who are committed to contributing to our priorities of equity, diversity, and inclusion. A demonstrated ability in fostering a climate of inclusion and cultural safety is a strong asset. Preference will be given to applicants who bring lived experience of historically excluded groups.

We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at hr@stfx.ca or 902-867-5038.