

About Us

As steward of the *Canadian Strategy for Cancer Control* (the Strategy), the Canadian Partnership Against Cancer (the Partnership) receives ongoing funding from Health Canada to work with provincial and territorial ministries of health and their cancer programs, health system leaders and clinicians, and people affected by cancer across Canada to implement the Strategy to improve cancer outcomes for all people in Canada. Learn more at www.partnershipagainstcancer.ca.

Lead, Diversity, Equity and Inclusion

(LEVEL 7)

Division Overview

The Strategic Partnerships Division plays a key role in the engagement of partners in Canada's health system and broader cancer community who are critical to implementing practice and policy changes that deliver on the priorities of [the 2019-2029 Canadian Strategy for Cancer Control](#). The division works with the Partnership's program teams and system partners to develop work plans, monitor progress, and regularly assess new and evolving work to ensure it aligns with the eight priorities of the Strategy. The Strategic Partnership leads communications activities to support and profile the collaborations that drive towards the outcomes of the Strategy. The division also oversees a special agenda of working alongside First Nations, Inuit and Métis to advance People-specific priorities and actions, outlined in the Strategy, by co-developing and implementing solutions to improving cancer care for those in these communities.

Overview of Role

The *Lead, Diversity, Equity and Inclusion (DEI)*, reporting to the Vice President, Strategic Partnerships, will work collaboratively across the organization to ensure the ongoing operationalization of equitable practice in all aspects of the Partnership's work, internally and externally. The *Lead* will be a key advisor to both the executive leadership team and program areas, as appropriate, to provide advice and support programmatic efforts in promoting DEI internally and health equity externally to advance the organization's vision and brand. The Lead will also work closely with the First Nations, Inuit and Métis Cancer Strategy team in recognition of CPAC's distinct but parallel reconciliation journey.

Core Responsibilities & Activities

Diversity, Equity & Inclusion Strategy

- Collaborate with senior leadership to monitor CPAC's DEI strategy to ensure ongoing alignment with the organization's values and objectives.
- Collaborate closely with senior leadership to embed DEI principles into the organization, driving transformative change and positioning CPAC as a leader in DEI excellence.
- Provide strategic oversight of the annual DEI Roadmap planning and implementation.

Strategic Partnerships

- Collaborate and develop strategic partnerships with thought leaders, industry groups, and others, such as the Pan-Canadian health organizations (PCHOs), to stay abreast of DEI and health equity best practices and emerging trends.

Board Support

- Support the development and implementation of the annual Board DEI Action Plan, working closely with the First Nations, Inuit and Métis team, which supports the Board's annual Reconciliation Action Plan.
- Identify and source appropriate DEI training for the Board, including curating self-directed learning resources.
- Review and update DEI risks on the Partnership's Risk Register.

Program Advice & Support

- Collaborate with and support the Health Equity Advisors in their role to provide advice to program and business areas to help ensure that initiatives are designed to advance health equity.
- Play an advisory role in interpreting data from a DEI perspective.
- Play an advisory role to support the CPAC advisor programs from a DEI perspective.

Leadership Advice & Support

- Attend regular Senior Management Committee (SMC) and People Leader Forum (PLF) meetings to provide a DEI lens on strategic and operational decisions.
- Conduct assessments and audits to identify gaps and opportunities related to DEI initiatives.
- Provide expert advice to executives on DEI best practices and emerging trends.

Staff Engagement

- Engage staff and leadership to advance the organization's DEI vision and action plans, surfacing ideas and feedback to address and implement equitable organizational policies and practices.
- Co-chair DEI Committee and provide oversight of the committee's annual workplan.
- Collaborate with colleagues across CPAC to enhance the level of awareness and knowledge of diversity, equity, inclusion and health equity and its importance to achieving the priorities of the Pan-Canadian Cancer Strategy.
- Continuously model organizational values to foster a collaborative learning environment and workplace culture.

Competencies

The Partnership's core competencies are a key element to reviewing performance. While the duties and responsibilities of a position tell you the "what," the competencies tell you the "how." We have developed universal competencies which we expect to be exhibited by all employees regardless of level or position, as well as leadership competencies which we expect to be exhibited by staff in people management positions.

Universal Competencies

- **Inclusion:** Contributes to a work environment where all people feel safe, have a sense of belonging, feel valued for their differences, and are empowered to participate and contribute freely.
- **Collaboration and Teamwork:** Works well with others both internally and externally to achieve individual goals, team goals, and/or organizational goals. Understands that a combined effort leads to greater results than those achieved by individuals.
- **Organizational Awareness:** Contributes by aligning actions with the organization's goals, core functions, needs, and values. Understands how the organization functions internally and externally in the broader system.
- **Design-Thinking:** Designs solutions with the end user in mind. Clearly defines problems in order to address the real needs. Adopts an iterative approach to designing solutions, integrating ideas or feedback generated at various stages.

Leadership Competencies

- **Inspiration:** Motivates others by bringing energy and optimism to the team. Creates a sense of direction and common purpose by helping others see themselves in the work. Explains the 'why' behind the 'what' and the 'how'.
- **Strategy:** Applies vision to think beyond the immediate situation and explores multiple potential paths. Invests time in planning, discovery, and reflection to better drive decisions and more efficient implementation. Ensure that business goals are met by executing, monitoring, and adjusting the organizational action plan.
- **Influence:** Impacts others' thinking, decisions, or behavior through inclusive practices and relationship building. Drives action through influence, often without authority.
- **Problem Solving & Decision Making:** Uses critical thinking to evaluate problems, gather information, understand causes, and identify best possible solutions. Invests time in planning, discovery, and reflection to drive better decisions and more efficient implementations.

Experience and Qualifications

- Undergraduate or graduate degree in a relevant area of study, or a relevant mix of experience, skills, and education.
- Understanding of and experience in Diversity, Equity and Inclusion principles and best practices.
- Education and/or experience working with or advancing the needs of underserved populations.
- The ability to think strategically and operationalize concepts, turning ideas into action.
- Experience in effective engagement at corporate, executive and governance levels of the organization.
- Excellent communicator (verbal and written) with experience in areas that require high levels of cultural and political sensitivity.
- Strong demonstrated experience of collaborative and inclusive behavior and work within the organization.