

## Investigations Consultant (Human Rights)

### Full Time Permanent

Utilize your investigations, dispute resolution and analytical thinking skills as an Investigations Consultant within the human resource department of Centennial College. Reporting to the Manager of Life Safety and Security will lead sensitive and specialized investigations involving employees and students as well as policy/procedure development and compliance.

As an Investigation Consultant you will coordinate and liaise with key stakeholders including staff, witnesses, and external agencies and conducting complex criminal and non-criminal investigations (i.e. collection of information, victim assistance, liaison with investigative bodies, respondent and witness interviews). You will also prepare reports and recommendations in support of student conduct, internal hearings, and arbitration in support of the College's Harassment, Discrimination and Violence Prevention Policy, Sexual Violence and student conduct policies.

You will coordinate and maintain the Harassment, Discrimination and Violence Prevention Policies, procedures and programs aimed at building organizational capacity to address and respond effectively to violence and harassment. Additionally, you will participate in the development and delivery of training programs related to harassment, discrimination violence prevention and sexual violence prevention.

### QUALIFICATIONS

- Four year degree in related field, including advanced education and experience in security management, report writing, and investigations
- Progressive experience conducting complex investigations related to harassment, discrimination, violence prevention, and sexual violence
- Thorough knowledge of investigative techniques, including threat assessment, workplace violence, mediation, crisis intervention, and alternate dispute resolution methods.
- Knowledge and application of the Ontario Human Rights Code
- Experience in analyzing and documenting (i.e. report writing) conclusions based on a balance of probabilities

### HOW TO APPLY

To indicate your interest in this position, please submit your cover letter and resume to [centennial@hrassociates.ca](mailto:centennial@hrassociates.ca) by April 26<sup>th</sup>, 2019. Resumes will be screened on a rolling basis. For more information about the position or if you require an accessibility accommodation, please contact Sana Mahmood at 416-237-1500 x222.

*Diversity, equity and inclusion are fundamental to our mission to educate students. We are committed to education that places strong emphasis on global citizenship, social justice and equity. We live this value through the strength and richness that diversity brings to our workforce and welcome contributors from equity groups including: Indigenous Peoples, Visible Minorities, Persons with Disabilities, Lesbian, Gay, Bisexual, Transgender and Queer persons.*