
Manager, Equity, Diversity & Inclusion

Widely recognized as Canada's leading litigation practice, we have successfully represented clients' interests in some of the most complex, high-profile cases in Canadian legal history. Focusing exclusively on litigation and advocacy, we practice across dozens of legal areas and industries and represent our clients where it counts – on our feet in all levels of the courts and before every kind of tribunal. Our subject-matter expertise and extensive courtroom experience is consistently recognized by clients, peers, and senior members of the legal profession in leading legal publications, including Chambers Canada and Lexpert. We offer the opportunity to work alongside and learn from some of Canada's most highly regarded litigators. Our partners are ranked among the best of their peers nationally and lead a mentoring and development program that attracts gifted lawyers who are committed to upholding the highest professional standards.

Lenczner Slaght is currently seeking a **Manager, Equity, Diversity and Inclusion**.

ROLE DESCRIPTION

The newly created position of Manager, Equity, Diversity & Inclusion (EDI) will be a key member of the business team and will provide leadership, strategic direction and expertise in equity, diversity and inclusion.

The Manager, EDI is responsible for overseeing existing EDI initiatives, and recommending, developing, and implementing new EDI initiatives and programs that support the Lenczner Slaght strategic plan and objectives related to EDI. Reporting to the EDI Partner and Chief Operating Officer (COO) and collaborating with the Director, Legal Recruitment and Development and the Director, Human resources, the Manager EDI will ensure that the firm's EDI strategy and practices are successfully developed, implemented and in line with the firm's values.

ROLES & RESPONSIBILITIES

Establish and enhance the Lenczner Slaght EDI strategy based on analysis, best practices, and firm objectives.

- Researches, develops, recommends, and executes EDI strategies to achieve the firm's EDI objectives.
- Reviews current practices and policies, assessing and analyzing the extent they may impact achievement of the firm EDI objectives.
- Develops and manages regular firm demographics surveys and the collection of other diversity metrics to identify areas of strength and areas where we can improve our EDI engagement and representation and develops internal and external reporting of this data.
- Leads action planning to address issues and celebrate successes.
- Co-chairs the firm's EDI committee with the EDI Partner.

Develop, lead, and manage EDI programs and initiatives

- Partners with Human Resources and Legal Recruitment and Development to support recruitment and engagement strategies that attract, develop, and retain employees from diverse backgrounds and equity deserving groups (including BIPOC, People with Disabilities, LGBTQ2+, Indigenous peoples, Neurodiverse individuals). Ensures equity and inclusion are integrated into all employee programs and processes (e.g., performance reviews).
- Leads the launch and development of Affinity Groups. This includes establishing Affinity Group goals, identifying co-chairs and sponsors for the Affinity Groups, helping Affinity Group

leaders operationalize their groups, identify measures of success and provide learning opportunities for the Affinity Group leaders and the entire group.

- Develops and/or acquires training and development to support EDI objectives.
- Drafts internal and external communications regarding EDI efforts and programs.
- Partners with Joint Health and Safety Committee to ensure our physical spaces are inclusive and created for everyone to work and thrive in. Supports AODA compliance, reporting and communications.
- Initiates and encourages dialogue about EDI issues facing firm members.
- Provides a non-judgmental and confidential ear for firm members who may have EDI concerns, works with the Director, Human Resources and Director, Legal Recruitment and Development to address systemic and individual issues.
- In coordination with Legal Recruitment and Development and Human Resources, explores and recommends firm involvement in external diversity efforts such as scholarship programs, sponsorship of affinity organizations, sponsorship of events etc.
- In coordination with the Pro Bono Team, explores and recommends firm involvement in pro bono initiatives.
- Partners with Marketing and Business Development to ensure that EDI objectives and achievements are integrated into our external marketing, client communications and reporting.
- Identifies external trends and maintains knowledge of diversity-related issues, relevant legislation, and best practices.

EDUCATION & EXPERIENCE

- Post-secondary degree or diploma in social sciences, project management, public policy, human services. Business administration, or a related discipline with equivalent combination of education and related work experience.

KEY SKILLS & CHARACTERISTICS

- Minimum 5-7 years' experience developing and successfully implementing EDI programs, policies, procedures, and initiatives.
- Strong knowledge of best practices in EDI and relevant legislation.
- Experience designing and delivering EDI programming/executing EDI projects.
- Experience in the legal industry or other professional services is an asset.
- Skilled at engaging in matters that require sensitivity and empathy across a diverse community, excellent judgment, and discretion.
- Strong verbal and written communication skills with an ability to write reports, organizational communications, presentations and create learning materials to support programs.
- Takes initiative, works proactively, coordinates, and manages projects with multiple stakeholders in a complex fast paced environment.
- Demonstrated experience influencing positive change in the field of EDI

OTHER INFORMATION

- **Reporting Details:** COO and EDI Partner Lead

- **Hours of Work:** Overtime is to be expected from time to time

WHAT DIFFERENTIATES US?

We are a firm with deep values, centered around our commitment to excellence and winning. We are also dedicated to promoting and advancing equity, diversity and inclusion in our workplace and in the legal profession. We maintain an inclusive work environment comprised of people with diverse perspectives, backgrounds, identities, and cultures who are all valued, respected, and have an equal opportunity to develop, advance, and be heard. We have developed several award-winning and forward-thinking initiatives, including resume anonymization in student recruitment to decrease barriers for diverse candidates and [ReferToHer™](#), a program aimed to balance the scales on referrals for female lawyers. We have also made continuous process improvement and innovation a key strategic priority. Learn more about our programs on www.litigate.com.

Qualified candidates are asked to submit their cover letter and resume [HERE](#).

Lenczner Slaght invites applications from all qualified candidates. We encourage applications from racialized persons/ persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, LGBTQ2+ persons, and individuals from other equity deserving groups. We are committed to employment equity and diversity in the workplace. Accommodation will be provided in all parts of the recruitment and hiring process. Please direct all requests and questions to [Human Resources](#).