

Job Description
Truro and Bible Hill Accessibility Coordinator
3 Year Funded Contract Position
May, 2024



Position Summary:

Reporting to the CAO for the Town of Truro, the Coordinator is responsible to equally advance the Town of Truro and Village of Bible Hill (Truro and Bible Hill) organizations in achievement of their Regional Accessibility Advisory Plan (the plan) goals within timelines required by legislation and the plan. The coordinator provides strategic advice to all of including administration and Council/Commission, on policy development needs, direction, and recommendations to support Truro and Bible Hill in their regional accessibility goals in alignment with provincial legislation. The coordinator provides leadership to ensure equitable municipal services to Truro and Bible Hill. The coordinator is responsible for the development and implementation of Truro and Bible Hill's accessibility strategy including approaches, policies, and implementation.

Duties and responsibilities:

- Maintain a current knowledge of the accessibility environment in Truro and Bible Hill;
- Coordinate and support the Regional Accessibility Advisory Committee (RAAC) in preparation and execution of the Regional Accessibility Advisory Plan (the plan) goals within timelines required by legislation and the plan;
- Review legislation, including regulations and standards, as well as trends in accessibility and inclusion and determine their applicability to Truro and Bible Hill;
- Develop a framework for evaluating and reporting to senior management on the achievement of accessibility goals;
- Work with and provide briefings and strategic advice to senior management and business unit staff on key issues, policy development needs, and special projects/initiatives, in order to improve the delivery of municipal services related to accessibility;
- Prepare reports and presentations to Council and Commission, Advisory Committees, senior management and other staff as required;
- Assists in developing Municipal policies, standards, values, and strategy frameworks, concerning goods and services, information and communication, transportation, employment, built environment, and education;
- Identify and articulate barriers to the equitable delivery of municipal services related to accessibility and develop strategies to address these issues;
- Collaborate with municipal department staff on municipal government programs, policies, and service delivery related to accessibility, coordinating group meetings as necessary;
- Develop and maintain relationships with organizations/service providers to diverse populations to leverage activities of various partners and to recommend changes to or development of programs, services, municipal policy, and bylaws that will improve accessibility;

- Serve as a support/resource to Council, Commission, and staff on applying an accessibility and inclusion lens on the work of the Municipality;
- Attendance at all RAAC, Council, Commission, and Committee meetings as required;
- Participate in job specific and organizational specific training as required;
- Lead and implement corporate training relating to accessibility;
- Monitor the proceedings of Council and Commission in order to identify matters of significance relating to accessibility;
- Produce a range of deliverables including reports, presentations, and briefing notes, set priorities, create a productive work environment, demonstrate and focus on results, produce tangible and effective work outcomes;
- Represent Truro and Bible Hill, as directed, with other levels of government and/or agencies or boards on issues related to accessibility;
- Clearly understand Truro and Bible Hill's role with respect to accessibility, distinguish between Truro and Bible Hill responsibilities relative to internal operations, processes and priorities and those of partners, other levels of government;
- Other duties as assigned by the Chief Administrative Officer of Truro and Bible Hill.

Qualifications:

- Undergraduate degree (preferably involving behavioral sciences, human resource management, social sciences, education, communication, or other relevant discipline);
- Experience in municipal government, community development, sociology, psychology, social work, diversity and inclusion, indigenous studies, gender studies, public health or similar OR equivalent education and experience would be an asset;
- Demonstrated commitment to valuing inclusion contributing to a diverse working and learning environment;
- Highly motivated with an excellent understanding of accessibility and inclusion;
- Excellent communication and interpersonal skills (oral and written) with the ability to relate to and connect with a wide range of people;
- Strong knowledge of computer applications within a Windows environment, with an emphasis on Microsoft Word, Excel, and PowerPoint;
- Knowledge of culturally appropriate ways of working with various communities;
- Experience and knowledge in consultation, facilitation, strategic planning, and project management;
- Experience in dealing with significant organizational change;
- Ability to work within a fast paced environment with all levels of management and staff performing multiple tasks;
- Ability to clearly and persuasively, orally and in writing, present ideas and recommendations that involve complex and politically sensitive issues to management, decision making bodies, committees and citizens;

- Ability to exercise sound independent judgment and reach appropriate conclusions;
- Ability to establish and maintain effective working relationships with all levels of Truro and Bible Hill;
- Ability to demonstrate a professional approach while being results-oriented and a leader who displays initiative, integrity, and enthusiasm.

Work environment:

- Working with Truro and Bible Hill municipal offices;
- Extended periods of sitting, writing, reading, and computer use;
- Frequent visual concentration with detailed documents;
- Frequent listening concentration, responding to inquiries;
- Local travel between Truro and Bible Hill, some in-province travel, and evening meetings;
- Normal working schedule is Monday to Friday, 8:30am to 4:30pm, 1 hour unpaid lunch, and occasional evenings and weekends as the duties require.

Special Requirements:

- Required to maintain confidentiality and discretion.

AUTHORIZING SIGNATURES

CAO, Town of Truro

(Signature)

(Date)

Bible Hill Clerk and Treasurer

(Signature)

(Date)

Incumbent

(Signature)

(Date)