

EXTERNAL POSTING

Truro and Bible Hill Accessibility Coordinator

Funded Contract Position Competition # TBHAC0524

Posting Date: Wednesday May 29, 2024 Closing

Date: Wednesday June 12, at 4:00 pm



Town of Truro and Village of Bible Hill are currently accepting applications for an Accessibility Coordinator contract position. This is a non-union full time contract position, with a time frame of approximately three years' employment.

Nature of the position:

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 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 will also provide leadership to ensure equitable municipal services to Truro and Bible Hill.

A detailed job description can be found on the Town of Truro website (www.truro.ca)

Key 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;
- 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, 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;
- 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;
- Monitor the proceedings of Council and Commission 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.

Qualifications/Essential Competencies:

- Undergraduate degree (preferably involving behavioral sciences, human resource management, social sciences, planning, education, communication, recreation or other relevant discipline);
- Combination of relevant education and experience will be given strong consideration;
- Excellent communication and interpersonal skills (oral and written);
- 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;
- Knowledge of culturally appropriate ways of working with various communities;
- Experience and knowledge in consultation, facilitation, strategic planning, and project management;
- Ability to work within a fast-paced environment with all levels of management and staff performing multiple tasks;
- 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;
- Demonstrated commitment to valuing inclusion contributing to a diverse working and learning environment.

Special Requirements:

- Valid driver's license and acceptable driving record;
- Required to maintain confidentiality and discretion in dealing with sensitive issues;
- Local travel between Truro and Bible Hill, some in-province travel, and evening meetings as needed.

Application Provisions:

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Preference will be given to candidates who self-identify as having a disability, work closely, or have experience with this cohort. Only applicants selected for an interview will be contacted.

Start Date: TBD

Salary: Funded contract position (approximate 3-year term)
\$30 to \$37 per hour.

Forward applications to: Tammy Totten, Manager of Human Resources
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is an Equal Opportunity Employer with an Affirmative Action Policy.