

IDEA, Policy and Programs Advisor

Toronto Seniors Housing Corporation

Job ID
40137

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LOCATION	DATE POSTED	EXPIRY DATE	
423 Yonge Street, Toronto, ON Ontario	20-05-2026	16-11-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD \$106,834 to \$128,204, commensurate with experience and qualifications. Starting salary will be based	2 years to less than 3 years	Bachelor's degree

Job Details

Toronto Seniors Housing Corporation (TSHC) is a non-profit municipal corporation mandated to provide subsidized rental housing in a state of good repair for approximately 15,000 low and moderate-income seniors in 83 buildings across the City of Toronto. We provide tenants with access to services and support through an integrated service model to enable seniors to age at home, have successful tenancies, and enjoy a better quality of life.

Why Join TSHC?

This is an opportunity to contribute to a growing public organization focused on delivering essential services to seniors across Toronto. You will play a key role in advancing inclusion, diversity, equity, and accessibility across the organization and supporting a workplace where employees feel valued, respected, and engaged.

Compensation: \$106,834 – 128,204 commensurate with experience and qualifications. Starting salary will be based on relevant skills, experience, and internal equity.

How to Apply: Please apply by clicking <https://mycompas.net/hra/?rpId=1613992&postId=EH01cCj7INk>.

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

If you have questions, you can also contact Margaret Murphy at 416-237-1500 ext. 234 or margaret.murphy@hra.on.ca. TSHC is committed to equity, diversity, and inclusion. Accommodation is available upon request throughout the recruitment process.

Job Description

IDEA, Policy and Programs Advisor

Reporting to the Manager, Organizational Effectiveness, the IDEA, Policy and Programs Advisor is responsible for the development, implementation, and evaluation of Inclusion, Diversity, Equity and Accessibility (IDEA) strategies, policies, and programs across the organization.

This role provides subject matter expertise and advisory support to leaders and stakeholders on IDEA-related matters, and plays a key role in advancing an inclusive, equitable, and accessible workplace aligned with organizational priorities.

Key Responsibilities

- Lead the review and development of People and Culture policies through an IDEA lens, identifying barriers and recommending improvements to support equitable and inclusive practices
- Design and implement IDEA programs and initiatives, including inclusive hiring strategies, employee resource groups, and workforce development initiatives
- Provide advice and guidance to leaders on IDEA considerations related to recruitment, retention, learning and development, and succession planning
- Develop and deliver training and education programs on topics such as unconscious bias, anti-racism, and accessibility
- Collect, analyze, and report on workforce data and IDEA metrics to support evidence-based decision-making and track progress against organizational goals
- Serve as a subject matter expert and key point of contact for IDEA across the organization
- Collaborate with internal stakeholders to assess business needs and develop practical, inclusive solutions
- Support employee engagement and demographic surveys, including analysis and recommendations to strengthen workplace culture
- Coordinate and support the IDEA Committee and related initiatives
- Engage with external partners and stakeholders, including public sector organizations and community groups, to align on best practices and initiatives
- Monitor emerging trends, legislation, and best practices in IDEA and apply insights to programs and policies

Qualifications

- Post-secondary education in Human Resources, Public Policy, or a related field, or an equivalent combination of education and experience
- 3 to 5 years of experience in human resources, policy development, or program management, with a focus on inclusion, diversity, equity, and accessibility
- Experience working in a unionized or broader public sector environment is an asset
- Knowledge of human rights legislation, accessibility standards, and relevant employment legislation
- Experience designing and delivering IDEA programs and training initiatives
- Strong analytical skills with experience in data collection, reporting, and the use of workforce or demographic metrics
- Demonstrated ability to provide practical advice and build relationships with a range of stakeholders
- Strong communication, facilitation, and organizational skills
- CHRP designation is considered an asset