

# Universal Design Administrator

**Department:** Assets and Project Management Department

**Designated Work Location:** 3<sup>rd</sup> Floor – 65 Garry Street – Hybrid

**Position Type:** Permanent, Full-time

**Salary:** \$3,291.01 - \$4,430.43 bi-weekly (Grade 5)

**Employee Group:** WAPSO

**Posting No:** 125901

**Closing Date:** June 2, 2025

Providing a wide range of services to over half of all Manitobans, The City of Winnipeg is one of the largest employers in Manitoba. We provide a comprehensive range of benefits and career opportunities to our employees. These include competitive salaries, employer-paid benefits, dental and vision care, pension plans, and maternity/parental leave programs. Additionally, we offer education, training, and staff development opportunities to ensure that our employees are equipped with the necessary skills to advance in their careers.

Our Benefits web page provides detailed information about the benefits we offer, and we encourage you to visit it for further information at [City of Winnipeg Benefits](#). We take pride in fostering a [respectful](#), [diverse](#), safe, and healthy workplace where our employees can thrive and achieve their full potential.

Flexible work arrangements, which may include flexible hours, remote work, or a hybrid of remote work may be available; subject to review and approval. Please note that Employees who are approved to work remotely are responsible for and must demonstrate that they are available to return to their Designated Work Location and/or other work location to attend meetings or attend other tasks that occur in person.

The City is committed to attracting and retaining a diverse skilled workforce that is representative and reflective of the community we serve. Applications are encouraged from equity groups that have been and continue to be underrepresented at the City; Indigenous Peoples, Women, Racialized Peoples, Persons with Disabilities, 2SLGBTQQIA+ Peoples and Newcomers are encouraged to self-declare.

Requests for Reasonable Accommodation will be accepted during the hiring process.

Preference to internal applicants may be applied.

## Job Profile

This position is responsible for managing and overseeing the City's efforts to achieve and ensure universal accessibility in the City of Winnipeg services, facilities and programs by upholding Universal Design principles by having them embedded within City policies, programs, projects and procedures.

The incumbent works collaboratively with Department Heads, Managers, Staff and external stakeholders to:

- Develop, manage and implement all programs, standards and procedures required to ensure compliance with the City's Universal Design (UD) Policy.
- Manage the development and support the implementation of a corporate-wide education and training program to build the required

understanding to achieve compliance with the UD policy and Provincial accessibility legislation in all City services, programs and facilities.

- Manage and deliver the City-wide Accessibility Capital Program.
- Lead, coordinate and work collaboratively across Departments with all levels of staff to ensure all aspects of City policies, procedures and processes comply with the Accessibility for Manitobans Act (AMA).
- Collaborate with external stakeholders to ensure awareness and understanding of and responsibility to accessibility needs in the community.
- Comparison research to look at other standards being used and what leading practice is worldwide.
- Research built environment and how that effects the public.
- Attend conferences.

**As the *Universal Design Administrator*, you will:**

- Develop, manage and implement program, standards and procedures required to ensure compliances with the City's Universal Design Policy.
- Manage the development and support the implementation of a corporate-wide education and training program to build the required understanding to achieve compliance with the UD policy and Provincial accessibility legislation in all City services, programs and facilities.
- Manage and deliver the City-wide Accessibility Capital Program.
- Lead, coordinate and work collaboratively across Departments with all levels of staff to ensure all aspects of City policies, procedures and processes comply with the Accessibility for Manitobans Act (AMA).
- Collaborate with external stakeholders to ensure awareness and understanding of and responsibility to accessibility needs in the community. Provide professional advice in the area of Universal Design.
- Responsible for supervision and coordination of assigned staff to establish and meet work objectives while building an effective team.

**Your education and qualifications include:**

1. Degree from an accredited post-secondary institution with a specialty in accessibility and inclusive design in Architecture/Design, Landscape Architecture, City Planning, Interior Design, Disability Studies. An equivalent combination of relevant education, training and experience may be considered.
2. Membership in related association, i.e. IAAP, MPPI, EGM, MAA, RPP, PIDIM is required.
3. Five (5) to seven (7) years' experience in program planning, management and administration.
4. Experience reading, interpreting and analyzing legislation, by-laws, policies and procedures, such as the Human Rights Code and the Accessibility for Manitobans Act.
5. Experience reading and interpreting architectural and engineering plans.
6. Experience in accessibility auditing, providing technical expertise and implementing the principles of Universal Design.
7. Experience in developing and administering training programs.
8. Experience with universal design and how it affects delivery and development of all programs and services including the built environment, employment, transportation, customer service, information and communication.
9. Interpersonal skills with the ability to establish and maintain effective relationships with all levels of employees, elected officials, contractors, consultants and members of the public.

10. Written communication skills with the ability to produce effective reports and documentation for a variety of stakeholders both internal and external.
11. Verbal communication skills including the ability to convey complex information, as well as make formal presentations to a wide range of stakeholders both internal and external.
12. Ability to support various departments strategic plans and provide advice and / or direction.
13. Knowledge of best practices in relation to universal design and accessibility.
14. Organizational skills with the ability to work in a deadline driven work environment with changing priorities.
15. Ability to work independently with minimal supervision.
16. Ability to lead, engage and motivate inter-disciplinary teams and working groups diplomatically and with tact.
17. Ability to motivate internal and external stakeholders to work as a team and have meaningful discussion.
18. Ability to use Microsoft Office products and AutoCAD would be considered an asset.
19. Established professional relationships and knowledge of Winnipeg's disability community and cross-disability needs.

**\*IMPORTANT:** Applicants who have been educated outside of Canada must have education which is comparable to the minimum qualification in Canada. Applicants submitting foreign credentials require an official academic assessment report issued by a recognized [Canadian assessment service](https://www.canalliance.org/en/) <https://www.canalliance.org/en/> at application.

#### **Conditions of employment:**

1. The successful applicant must maintain legal eligibility to work in Canada. If the successful applicant possesses a work permit, it is their responsibility to ensure the permit remains valid.
2. A Police Information Check (Vulnerable Sector) and Child Abuse Registry Check satisfactory to the employer will be required from the successful candidate, at their expense. To obtain a Police Information Check please visit <https://www.winnipeg.ca/police/services/online-record-checks>.
3. Must have the ability to attend offsite meetings.
4. Working knowledge of Our Winnipeg, City and Departmental systems, inter-departmental communications, policies, procedures, and regulations within six (6) months of appointment.

**APPLY ONLINE**, including all documentation listed below:

1. Current resume (**Required**).
2. Applications submitted without REQUIRED documentation will not be considered.

**\*Your application documents must clearly indicate how you meet the qualifications of the position.\***

Online applications can be submitted at <http://www.winnipeg.ca/hr/>. For instructions on how to apply and how to attach required documents please refer to our [FAQ's](#) or contact [311](#).

**Hours of Work: Monday to Friday, 8:30 am to 4:30 pm**

**Employee Group: WAPSO**

**Position Reports To: Manager of the Asset Management Office**

**Only candidates selected for interviews will be contacted.**