



# Lifespan

## JOB DESCRIPTION

**Title:** Chief Diversity, Equity, and Inclusion Officer

**DATE:** 9/7/2021

**DEPARTMENT:** Human Resources

**FLSA :** Exempt

**JOB CODE :** 2802

**AFFILIATE:** LCS

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### **SUMMARY:**

Lifespan seeks a dynamic, forward-thinking leader as its inaugural Chief Diversity, Equity, and Inclusion Officer (CDEIO). The CDEIO will set and execute a vision and plan for diversity, equity, and inclusion (DEI) for an integrated academic health care delivery system serving, achieving & upholding our institution's C.A.R.E. values (Compassion, Accountability, Respect, Excellence). The position will report to the Senior Vice President of Human Resources and Community Affairs.

Lifespan is committed to diversity, equity, inclusion and belonging and the CDEIO will arrive at a time of great purpose and promise as they help define the future path. Reporting to the Senior Vice President of Human Resources and Community Affairs, the CDEIO will oversee comprehensive DEI initiatives conceived and executed within an affiliated health system encompassing all of Lifespan's hospitals and affiliate businesses. Working in partnership with senior leadership, department directors and managers, antiracism and DEI groups across affiliate organizations and galvanizing champions throughout every level of the organization, the CDEIO will conceptualize and help facilitate a strategic plan that supports the creation of a culture that is diverse, equitable and inclusive for all people and communities served by Lifespan.

### **Summary Description:**

The CDEIO has the overall responsibility for the following:

- Develops and leads the organization's implementation of strategic DEI initiatives, including the fostering of a culture of equity, diversity, and inclusivity. Partners with internal stakeholders (leaders, staff, contract employees, etc.) and external stakeholders

(patients, community groups, vendors, etc.) to further health equity for patients & the communities we serve, and equitable treatment of all staff

- Play a lead role in ensuring that our workplace, at all levels, is representative of the communities we serve and fostering a culture that guarantees every employee has an equal opportunity to succeed in their professional career at Lifespan regardless of their background and promote a culture of belonging that enables employees to confidently bring their authentic selves to work each day
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- Ensures Lifespan's business systems, processes, and external relationships (community groups, vendors, suppliers, etc.) reflect Lifespan's commitment to DEI
- Enables staff to pursue a shared vision for DEI, by providing guidance, education, and resources to departments and individuals

Priorities for this role are strategy and engagement; coordination and alignment; communications and issues management; and development of success metrics.

#### Strategic Responsibilities:

- Lead the development and implementation of an organization-wide DEI strategy. In support of this strategy, lead execution of various DEI initiatives, policies, processes, and practices
- Define and deliver a comprehensive plan for key priorities and interventions including increasing diversity representation within the talent pipeline, especially at the leadership level, and delivering world class inclusion campaigns that deliver measurable progress
- Implement and monitor strategies, policies, processes, and practices to advance organizational change, fostering and ensuring that DEI considerations are incorporated into decision-making processes across the organization with the goal of guaranteeing fair and equitable treatment of all stakeholders
- Partner with executive leaders, HR leadership, talent acquisition, talent management and others on identifying and reducing bias and any potential systematic barriers and enablers of diversity
- Work with human resources staff and management to increase focus on ownership and accountability for action plans related to DEI across the organization

#### Policy and Education Responsibilities:

- Provide expertise on the development and alignment of plans, policies, and guidelines that advance diversity, equity and inclusion and safe work environments and maintaining compliance with applicable laws in collaboration with Lifespan stakeholders
- Develop and deliver behavior-changing learning experiences, trainings, coursework, and tools to support DEI acumen throughout Lifespan with an eye for cultural sensitivity in the delivery of services to our members

- Provide strategic direction for training initiatives on cultural competency, gender differences, disability, sexual harassment, building a climate of equity and inclusion, and other topics designed to increase awareness and support of equity and inclusion values, and maintaining compliance with applicable laws in collaboration with Lifespan stakeholders

#### Operational Responsibilities:

- Create and maintain a data dashboard to measure, track and analyze the effectiveness of short, medium, and longer-term DEI goals to establish quantitative and qualitative benchmarks, report on progress, and identify gaps and opportunities for future areas of focus; leverage data to provide insights to stakeholders to drive decision-making and behavior change
- Establish and maintain an internal audit and reporting system to allow for effective measurement of Lifespan DEI programs. Assesses and monitors program effectiveness and keeps management informed of equal opportunity progress and issues through periodic reports
- Work in tandem with existing DEI focused workgroups (councils, committees, caucuses, etc.) to build a welcoming and inclusive culture at Lifespan. Create and/or enhance such groups as needed to ensure all stakeholders have a voice.
- Serve as a regular and active listener for all stakeholders (patients, employees, communities, etc.) to both gain insight into current concerns and assess effectiveness of Lifespan’s work/approaches in DEI
- Drive the execution of the “DEI Lifespan 2025” council’s work to ensure organizational alignment of goals, measures of success, and positive outcomes
- Work closely with staff across the organization to promote awareness, ownership, and accountability/sustainability of DEI initiatives
- Lead ongoing employee satisfaction and employee engagement work in partnership with Human Resources; conduct regular staff surveys and lead the discussion with leadership on action planning and mitigation of gaps in learning, access, and inclusivity.
- Collaborate with talent acquisition and workforce development teams to help drive a diverse talent pipeline and assist with integrating DEI strategy into workforce initiatives.
- Program, plan and promote a variety of collaborative events and resources necessary to achieve the sustainability and ongoing delivery of Lifespan’s DEI agenda

#### Community Relations Responsibilities:

- Work with existing community partners and cultivate new and strategic relationships to ensure that Lifespan serves as an agent for transformative and equitable change in the community

#### **Qualifications and Experience:**

- Bachelor's Degree required, Master's degree strongly preferred in a related field, including public health, psychology, organizational development, humanities, and a minimum of five years leading diversity change efforts in a complex organization. Supervisory and management experience required
- Proven track record of engaging with a diverse set of stakeholders and be committed to working collaboratively to craft a common vision and direction. Must be able to coach, mentor, and inspire
- Demonstrated success communicating sensitive topics to a broad group of constituents
- Demonstrated knowledge, skills, awareness of and commitment to contemporary issues of anti-racism, inclusion, social justice, diversity, access, and equity, including the current research and pedagogical approaches that inform and address these issues
- Technical mastery of diversity issues in a complex organizational setting, (e.g., education, healthcare, public sector, or corporate) including experience with senior level recruitment and retention, identity development, access and equity, training, assessing workplace climate issues, policy and legal dynamics of affirmative action, and HR/employment strategies designed to foster workplace and workforce diversity
- Demonstrated ability to collect and perform strategic data analysis