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## Manager, Workforce Diversity & Inclusion

- Full-time
- New York, NY
- Position Specification: **Manager, Workforce Diversity & Inclusion**  
Organization: **The Port Authority of New York & New Jersey**  
Location: **4 World Trade Center**  
Reporting Relationship: **Chief, Diversity & Inclusion**

### Mission Statement

Meet the critical transportation infrastructure needs of the bi-state region's people, businesses, and visitors by providing the highest quality and most efficient transportation and port facilities and services to move people and goods within the region, provide access to the nation and the world, and promote the region's economic development.

### Background

Founded in 1921, the Port Authority of New York and New Jersey builds, operates, and maintains many of the most important transportation and trade infrastructure assets in the country. The Port Authority of New York & New Jersey manages and maintains airports, bridges, tunnels, bus terminals, the PATH rail system, and seaport facilities that are critical to the metropolitan New York-New Jersey region's trade and transportation capabilities. Through their facilities and services, people are able to make vital connections and businesses are able to grow. Providing safe and efficient travel is their highest priority, and enhancing the well-being of everyone who lives, works, and travels to the region is their strongest commitment.

### Position Overview

Reporting to the Chief Diversity and Inclusion Officer (CDIO), the Manager, Workforce Diversity and Inclusion is responsible for leading the overall development and implementation of Diversity and Inclusion programs in line with a strategic culture transformation framework that

embeds the standard of diversity and inclusion into the fabric of the organization. The Manager, Workforce Diversity and Inclusion will collaborate with internal and external partners to advance behavior-based change strategies, including governance and accountability mechanisms, policies, procedures, action plans, communications and skill building that empowers all to reach their full potential in order to accomplish agency priorities.

#### Responsibilities

- Provide input and advice in the creation of plans to integrate Diversity and Inclusion strategy and goals within departments, thereby partnering with Human Resources leaders as needed on talent strategies
- Provide support to the Diversity & Inclusion Council and business units to build awareness and use of Diversity and Inclusion best practices
- Consult with business units to assist in developing action plans to address identified systemic barriers
- Collaborate with internal and external partners to develop the quadrennial EEOP for submission to the FTA and communicate progress against EEOP goals to the agency
- Elevate the Employee Business Resource Groups (EBRGs) such that they are aligned with business goals. Link EBRG's to organizational activities such that they can assist in recruiting, retention, representation, community relations, marketing, customer experience, accessibility and communications.
- Oversee development and implementation of workforce data collection and analysis to measure workforce diversity and inclusion efforts, support departments with reporting and monitoring activities and methodologies. Coordinate reporting to agency leadership and department business managers on progress, achievements and areas of concern.
- Promote and provide information to the Chief Diversity and Inclusion Officer and organization on best practices, current research and trends related to workforce diversity and inclusion.

- **Develop and implement a Communication Plan, in conjunction with Corporate Communications, to increase employee awareness of diversity and inclusion goals, benefits, expectations, roles and performance measurement.**
- **Coordinate internal and external recognition activities at the corporate level that support achievements by the Agency, its departments and individuals in furthering diversity and inclusion goals.**
- **Develop and promote strategies to increase the diversity of the Organization's workforce in conjunction with Human Resources and Agency departments. Collaborate with Talent Acquisition and Talent Management to develop diversity and inclusion initiatives, training and programs designed to recruit and retain a diverse Workforce.**
- **Build relationships with external organizations to stay informed of issues of Diversity and Inclusion and present the agency's progress as appropriate**
- **Other duties and projects as assigned.**

**Qualifications:**

- **Bachelor's Degree Human Resource Management or a related field from an accredited college or university**
- **At least five years of experience in a Diversity & Inclusion function and a minimum of three years additional experience in progressively responsible HR roles**

**Desired**

**Ideal candidates will present the following profile:**

- **Master's degree in human resources, Public Management, or related field preferred**
- **Experience maintaining relationships with individuals in other functional areas**
- **Demonstrated experience successfully leading at least one project that impacted multiple functional areas: experience successfully leading teams on multiple projects**

- Previous experience with Employee Engagement, Organizational Change Management / Transformation, Diversity & Inclusion,
- Employee Resource Groups/Networks, Unconscious Bias or, Intercultural Competence is a plus
- Proven self-starter, with keen attention to detail, ability to innovate and desire to deliver, excellent communication skills with peers and executives. Demonstrates inclusive behaviors and actions that inspires others, likes a challenge and adapts to change
- Knowledge and expertise in process integration, navigating corporate culture, building a sense of urgency around driving inclusion and diversity priorities, articulating the D&I business case, flexing own communication/working style/delivery based on target audience
- Ability to build relationships with key decision makers, negotiate effectively at all levels in the organization, and facilitate collaboration
- Ability to champion own function and area of expertise and takes ownership of complex initiatives with the ability to drive results
- Experience in leading solutioning and defining solution options based on data and root cause analysis. Is accountable for own decisions and is able to apply judgment to decision-making based on past experience and available data

**To Apply:**

Email to [BillBurgess@TheBurgessGroup.com](mailto:BillBurgess@TheBurgessGroup.com) an updated resume reflective of the position description with three (3) references: 1 from a supervisor, 1 from a peer and 1 from a subordinate and a Writing Sample pertinent to the position as soon as possible. Any questions call: 212.406.2400 or email.

*The Port Authority of New York and New Jersey is an equal opportunity employer.*