



ADM(Mat) Level 1 Diversity and Inclusion Analyst Micro-mission – FAQ

What is a micro-mission assignment?

Micro-missions are short-term, voluntary opportunities for employees to showcase and develop their skills, and to build networks by contributing to different projects in the organization while remaining in their work unit and substantive position. Micro-missions are an informal way for employees to gain experience and for managers to get support for projects that require specific knowledge or skills. Micro-missions help foster an agile workplace and workforce.

Who can apply?

We are looking for collaborative and strategic thinkers who are passionate about supporting culture and systemic change to ensure equity, diversity, inclusion and belonging in our workplace. Any employee with an interest in the field of Diversity and Inclusion and wishing to further their knowledge in the field and support the organization's activities to build a more diverse workforce, a more inclusive workplace, and to foster a greater sense of belonging for all employees.

Employees from any classification and level can apply. Prior training or experience in the work of Diversity, Equity, and Inclusion is not required. All employees can apply whether or not they identify as a member of an equity seeking group.

How long is a micro-mission assignment?

A micro-mission assignment is intended to be 60 working days to allow sufficient time for learning, reflection, sharing, and engagement at a sufficient level to meet personal and program objectives.

Other assignment lengths may be considered on a case by case basis.

Is a micro-mission assignment full time, part time, or a secondary duty?

An assignment is ideally full time. However, formalized part time options can be considered on a case by case basis. It is not recommended that that micro-missions be conducted as a secondary duty.

For those unable to obtain approval to participate on a full time or part time basis, other options for engagement with the work of the ADM(Mat) Level 1 D&I Advisor or your respective Level 2 D&I Advisor may be available. You can reach out to the ADM(Mat) Level 1 office at [+Diversity and Inclusion - Diversit  et inclusion@ADM\(Mat\) DMGMC@Ottawa-Hull](mailto:+Diversity+and+Inclusion+-+Diversit +et+inclusion@ADM(Mat)+DMGMC@Ottawa-Hull) for further information.

Who approves my participation in the micro-mission?

The written approval of both the ADM(Mat) Level 1 Diversity and Inclusion Advisor and your chain of command are required to participate. This approval should include the details of your participation in terms of both duration and dates.

Who pays my salary while on the micro-mission assignment?

Your current organization/unit continues to pay your salary at your substantive position rate for the duration of the micro-mission assignment. This should be made clear to your supervisor and chain of command when requesting approval.

Who will I report to?

Your micro-mission work assignments will be provided and reviewed by the ADM(Mat) Level 1 Diversity and Inclusion Advisor. Any other supervisory functions such as leave approval, HR issues, PSPA, IT/IM, etc. will continue to be the responsibility of your organization/supervisor for your substantive position.

What will I be doing?

As part of the ADM(Mat) Diversity and Inclusion collaborative team you will be provided the opportunity to engage in both learning and work assignments to support the ongoing efforts to increase equity, diversity, inclusion, and belonging within the group. Activities include participation in various meetings and educational sessions, organization of events, creation and review of communication materials, and analysis and deep dive into specific issues affecting equity seeking groups.

What kind of learning opportunities will be available to me?

The micro-mission assignment offers short daily learning activities to be conducted individually along with periodic group discussion to share learnings, perspectives, and thoughts related to these activities. Additional learning is offered through participation in the work of the team and the L1 Working Group. Individual, additional learning opportunities can be explored through consultation with the ADM(Mat) Level 1 Diversity and Inclusion Advisor.

Where will my office be?

With your supervisor's approval you should be able to continue using the office associated with your substantive position. Teleworking is an option that is available with the approval of the ADM(Mat) Level 1 Diversity and Inclusion advisor for full time assignments.

How can I get additional information?

Please email [+Diversity and Inclusion - Diversit  et inclusion@ADM\(Mat\) DMGMC@Ottawa-Hull](mailto:+Diversity+and+Inclusion+-+Diversit +et+inclusion@ADM(Mat)+DMGMC@Ottawa-Hull) with any further questions you might have.

How can I apply?

Send please a email [+Diversity and Inclusion - Diversité et inclusion@ADM\(Mat\) DMGMC@Ottawa-Hull](mailto:+Diversity and Inclusion - Diversité et inclusion@ADM(Mat) DMGMC@Ottawa-Hull) with the following:

- Subject line: Interest in Micro-mission Analyst Assignment
- A copy of your CV.
- A short explanation, in your email, of how you think joining the D&I Team will be beneficial to both yourself and the D&I team.
- Please address any questions and comments about the content of this message to the ADM(Mat) Level 1 office at [+Diversity and Inclusion - Diversité et inclusion@ADM\(Mat\) DMGMC@Ottawa-Hull](mailto:+Diversity and Inclusion - Diversité et inclusion@ADM(Mat) DMGMC@Ottawa-Hull).