

POSITION DESCRIPTION

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POSITION TITLE:	Equity and Diversity (Social Inclusion) Officer		
FACULTY/OFFICE:	Social Inclusion	DEPT:	Equity and Diversity
REPORTS TO (Supervisor title):	Director, Equity and Diversity		
AUTHOR NAME:			
POSITION NUMBER:		HEW LEVEL:	
APPROVED BY:	PVC Social Inclusion	DATE:	15 Jan 2010

A POSITION PURPOSE

At Macquarie University, action to redress past and present disadvantage is provided for staff and students who are Indigenous Australians, people with disabilities, women (particularly those aspiring to senior positions, and in non-traditional fields of education and employment), members of the GLBTI community and people from language backgrounds other than English. For students this also involves widening participation for students from low socio economic backgrounds including community and schools outreach.

The Equity and Diversity Officer provides effective administrative and operational support to the Director, Equity and Diversity and contributes to planning, policy and projects to achieve the strategic priorities of the University. The incumbent works as part of the Equity and Diversity team in progressing the universities social inclusion agenda, in line with the University's strategic plan, the higher education environment and state and federal legislative frameworks. The role includes research and reporting as well as coordination of 'on the ground' programs for Macquarie University staff and students.

B PRIMARY ACCOUNTABILITIES

- Ensure the provision of high quality advice to managers, supervisors and staff on a range of equity and diversity issues in the ongoing implementation of the University's equity and diversity policy, procedures, strategies and initiatives.
- Contribute to the university complying with equity-related legislative reporting requirements to both Federal and State Governments. This includes information gathering, drafting reports for internal and external dissemination, including the interpretation of statistical data.
- Establish and maintain positive and productive working relationships with staff and students, and build relationships with outside service providers and community to progress the social inclusion agenda. The capacity to work with key stakeholders

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across a range of areas within the university and with the external community is essential to this position.

- Effective project management including coordinating and managing initiatives as required to progress the equity and diversity agenda throughout the university community.
- Contribute to continuous improvement for equity and diversity systems, including the monitoring and evaluation of the university's equity and diversity policy.
- Communicate and promote equity and diversity policy, procedures, strategies and initiatives to the University community.
- Report to the Director, Equity and Diversity Unit and other committees/working parties as required
- Provide advice on the interpretation of industrial instruments and legislation which relate to equity and diversity.
- Identify Equity and Diversity training needs for the University community and ensure that appropriate training programs are progressed.
- Undertake effective and timely management of equity and diversity grievances as required.
- Represent the Equity and Diversity Unit in internal consultative and committee forums and in professional/community activities.
- Participate as required as an Equity Observer, for example, for academic promotion rounds / recruitment interviews.
- Participate in ongoing professional development and networking as negotiated with Director.

Other

Any other duties within the staff member's level of competence as required.

C REPORTING RELATIONSHIPS

Equity and Diversity is a key component of the University's Social Inclusion portfolio. The Equity and Diversity Officer reports to the Director, Equity and Diversity Unit who in turn reports to the Pro-Vice Chancellor (Social Inclusion) within the Office of the Deputy Vice-Chancellor and Provost.

D ORGANISATIONAL RELATIONSHIPS

The position operates across the University and interacts with:

- line managers at all levels
- stakeholder groups
- external bodies and community as required

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E SUPERVISION AND INDEPENDENCE

Direction is provided by the Director, Equity and Diversity Unit in terms of key performance objectives to be met. There will be a 6 month probationary period. The incumbent will be expected to function effectively as a team member and also be able to show initiative and be self-directed in their work. The incumbent is expected to interpret and advise on equity and diversity matters and will ensure that advice given is consistent with relevant industrial agreements, policies, procedures and practices.

F PROBLEM SOLVING AND JUDGEMENT

This position operates in a friendly and supportive environment where change can be considerable, and short timeframes and competing demands are the norm.

The incumbent will be expected to demonstrate independent and professional judgement when providing advice and assistance to staff and students. They must be aware and sensitive to equity and diversity issues, and be able to consider the range of equity stakeholder interests in all interactions.

The incumbent must be able to take direction, understand professional boundaries, be able to seek assistance and refer appropriately.

An ability to manage time, stress and competing demands is imperative in order that appropriate advice and support is given to people at all levels of the organisation, and events and initiatives run smoothly and to deadline.

The incumbent will be expected to contribute to the ongoing planning, development, implementation, evaluation and review of equity and diversity policy and initiatives.

G RECOURSE TO HIGHER LEVEL

Director, Equity and Diversity Unit and Pro-Vice Chancellor (Social Inclusion)

H DIMENSIONS AND DELEGATIONS

Financial delegation: \$5,000

I QUALIFICATIONS AND SKILLS

Essential

- Undergraduate qualifications and/or sustained, relevant experience in an equity and diversity related area
- Knowledge of relevant anti-discrimination legislation (State and Commonwealth) and proven capacity to apply legislative obligations in the workplace
- Successful project management experience (or demonstrated capacity to progress an equity and diversity agenda within an organisation)

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- Ability to work closely and effectively with people from a wide variety of backgrounds and experience in the negotiation/ facilitation of outcomes with stakeholder groups (including women, people with disabilities, people from language backgrounds other than English, Indigenous Australians, students from low socio economic backgrounds)
- Demonstrated ability to communicate and negotiate effectively with people at all levels within an organisation
- Demonstrated reflective practice, for example, experience in reviewing and developing policy, procedures, and guidelines; making recommendations for continuous improvements of practices
- Excellent written communication skills including drafting reports (including basic statistical analysis); website and promotional materials
- Demonstrated capacity to
 - work as part of a team
 - manage resources effectively
 - facilitate training / confident public speaking

Desirable

- Experience and familiarity with the tertiary education sector or similar environment
- Capacity to maintain website and listservs