Position title: Manager, Equity and Diversity
Faculty and/or School/Section/VCO: Student Support and Services
Campus: Ballarat. (Location at other campuses will be considered. Travel between campuses will be required.)
Classification: Within the HEW 10 Level range
Employment mode: Continuing appointment
Probationary period: This appointment is offered subject to the successful completion of a probationary period.
Time fraction: Full-time
Recruitment number: 843810
Further information from: Mr Michael Toohey, Principal, UniRecruit. Telephone: 0418 883 807. E-mail: michael.toohey@uni-recruit.com.au
Position description approved by: Mr Darren Holland, Deputy Vice-Chancellor (Student Support and Services)

The University reserves the right to invite applications and to make no appointment.
Position description

Position Summary

The Manager, Equity and Diversity leads the development, implementation and evaluation of University-wide policies, strategies, practices and programs to best enable Federation University Australia (FedUni) to comply with relevant legislation and to provide the University community with an environment which reflects and values diversity and offers equality of opportunity and freedom from discrimination, harassment and vilification for all members of the University community.

The Manager, Equity and Diversity is a member of senior University staff, with responsibility for initiating and leading the University’s response to, and compliance with, government legislative requirements and broader social and equality agendas particularly in areas of student equity; staff and student anti-discrimination; and equal opportunity in the workplace. This entails leadership across the University, in the reduction of risk to the University from complaints of discrimination and harassment.

The Manager, Equity and Diversity provides strategic direction and leadership to the operation, review and ongoing development of FedUni Schools Outreach, currently providing outreach to over 80 schools in Western Victoria, Berwick and Gippsland regions.

Key Responsibilities

1. Provide strategic, specialised consultancy and expert advice on complex matters, legislation, policies and procedures to senior staff and all sectors of the University community, on a wide range of issues including risk management, best practice, and new developments regarding student equity; anti-discrimination; social inclusion; and equal opportunity in the workplace.

2. Contribute to and/or lead the development and implementation of strategies, policies, projects and practices which respond to federal and state government student equity requirements and expectations and which enable FedUni to better respond to the needs of prospective and existing students from designated equity groups and diverse backgrounds.

3. Lead the development and implementation of policies, practices and projects which respond to federal government requirements and expectations (particularly those of Women in the Workplace Gender Equality Agency), and which further the provision of equality of opportunity for staff of diverse backgrounds across the University.

4. Lead the development and implementation of projects, training programs, education strategies, policies and practices which promote compliance with, and raise awareness of, federal and state anti-discrimination legislation, and advance a broader social equity agenda as applying to students, staff and other members of the University community, and which further the University policy aim of providing a working and learning environment free from discrimination, harassment and vilification.

5. Develop and maintain effective relationships and networks with internal and external stakeholders and bodies, to enable the University to position itself favourably, as a community leader, to changes in the internal and external environments relating to equity and equal opportunity.

6. Initiate and coordinate data generation and gathering, analyse data, and develop reports, submissions, tenders and plans both within the University and on behalf of the University, as relevant to compliance requirements and to furthering University policy goals relating student equity; equal opportunity in the workplace; and anti-discrimination for students, staff and members of the University community.

7. Provide strategic direction and leadership to, and management of, FedUni Schools Outreach.
8. Be responsible for keeping an up-to-date knowledge of legislation, government policy and government requirements applying to the University as relevant to student equity; discrimination and harassment for all members of the University community; and equal opportunity in the workplace.

9. Provide expert input to University strategic planning processes, policies and practices to further establish and embed into University and operational plans, policies and practices, actions relating to student equity; anti-discrimination; and equal opportunity in the workplace.

10. Lead and coordinate development, implementation and review of complaint processes relevant to anti-discrimination legislation and policies.

11. Reflect and embed the University’s Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: https://federation.edu.au/about-us/our-university/strategic-plan.

12. Undertake the responsibilities of the position adhering to:
   - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
   - Equal Opportunity and anti-discrimination legislation and requirements;
   - the requirements for the inclusion of people with disabilities in work and study;
   - Occupational Health and Safety (OH&S) legislation and requirements; and
   - Public Records Office of Victoria (PROV) legislation.

**Level of Supervision and Responsibility**

The Manager, Equity and Diversity operates with a significant level of independence within broad University and Portfolio strategies and objectives, and provides leadership and expertise across the University in relation to student equity; anti-discrimination; social inclusion, and equal opportunity in the workplace. The ability to work both independently and cooperatively, and to develop constructive relationships with staff and students at all levels is essential. The Manager operates under broad guidance and direction from the Deputy Vice-Chancellor (Student Support and Services).

The position has responsibility for FedUni Schools Outreach, and will often have responsibility for co-ordinating projects involving staff from across the University with significant strategic objectives.

The Manager, Equity and Diversity is required to be creative and innovative, and develop strategic and proactive solutions and programs to address needs or imperatives as they are identified, typically with University-wide impact.

Significant judgement and change management skills are necessary to fulfil the responsibilities of the position. The ability to deal with confidential and complex matters with sensitivity and diplomacy is essential. Significant judgement is required in developing and implementing strategies, policies, programs and practices which take appropriate account of impact on and needs of individual students, staff and managers, as well as Faculties, Directorates, the broader community and governance bodies in a multi-sector environment.

The Manager, Equity and Diversity must bring a multi-perspective understanding to the development, communication, promotion and implementation of student equity; staff and student anti-discrimination; and equal opportunity in the workplace policies and programs, given the broad impact of the responsibilities of the position across the University.
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Broad knowledge is required of internal University domains (including higher education, TAFE, strategic, and administrative domains), policies and practices, as well as the external environment as applying to education, employment equity and equal opportunity.

The position is responsible and accountable for managing the budgets and staff relating to the equity and equal opportunity functions and projects, and for FedUni Schools Outreach.

The Manager, Equity and Diversity is responsible for strategic actions, policies, practices, risk management activities, and projects which impact (as appropriate to the various responsibilities) across all functions and levels of the University. High level negotiation and internal consulting skills are needed to ensure policy, government and legislative requirements are integrated with University strategies, actions, policies and practices.

Training and Qualifications

Postgraduate qualifications and extensive relevant experience, and proven experience in the management of, and expertise in, the development and implementation of significant equity and equal opportunity programs and functions in a large organisation; or an equivalent combination of relevant experience and education/training.

All University positions delivering education and/or services to children (a child for this purpose is considered to be someone below the age of 18 years) must hold a valid Working With Children Check (WWCC).

Position/Organisational Relationships

The position sits within the Portfolio of Student Support and Services, reporting directly to the Deputy Vice-Chancellor (Student Support and Services). The Manager, Equity and Diversity is required to forge constructive relationships with senior managers, staff and relevant groups (particularly as relevant to student and staff diversity) throughout the University to achieve the responsibilities of the position.

Key Selection Criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. Postgraduate qualifications and extensive relevant experience, and proven experience in the management of, and expertise in, the development and implementation of significant equity and equal opportunity programs and functions in a large organisation; or an equivalent combination of relevant experience and education/training.

2. Demonstrated ability to instigate, manage and achieve equal opportunity and equity best practice objectives, projects and change strategies in a large organisation, with regard for organisational context.

3. High level analytical skills and demonstrated ability to analyse and research issues, and to deduce and develop practical responses from such analyses.

4. Proven experience in high level, strategic policy development, implementation, review and advice.

5. Strong understanding of appropriate state and federal legislation as well as current issues and developments in higher and vocational education, and in human resource management practice – as relevant to student and staff equity and equal opportunity.

6. Demonstrated leadership and management skills including the capacity to act strategically, achieve results and cultivate productive and collaborative working relationships with key stakeholders.
7. Demonstrated ability to write complex reports, often responding to federal Government requests, and to develop cogent argument in oral and written communication.

8. Demonstrated highly developed interpersonal, negotiation and facilitation skills.

9. Demonstrated ability to work constructively with people from diverse backgrounds, and across organisational levels, including with senior staff.

10. Demonstrated working knowledge and application of the Child Safety Standards.

11. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
Position description

Application Process

Confidential Enquiries

A national search for high calibre candidates is being undertaken by UniRecruit in parallel with the public advertising of this position.

Confidential enquiries should be made to:
Michael Toohey on + 61 (0) 418 883 807 or michael.toohey@uni-recruit.com.au or to,
Ann Newton on +61 (0) 412 358 234 or ann.newton@uni-recruit.com.au

Applications

Your application should include a covering letter in which you address the essential Selection Criteria. In addition, your application should contain your full curriculum vitae including the following:

- address, mobile and telephone number(s) and email address
- names, telephones and email contact of at least three referees (no contact will be made without your permission)
- nationality and citizenship
- employment history, including present position and notice required
- details of education, professional training and qualifications
- details of relevant professional, consulting or industry experience
- any other relevant information, such as offices held in professional bodies and community service.

All applications should be emailed to Michael Toohey at michael.toohey@uni-recruit.com.au

Closing Date

Monday, 15 January 2018

Additional Information

Additional information about Federation University can be found at http://federation.edu.au/

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.