Faculty of Medicine, Dentistry and Health Sciences
Deanery

Project Officer – Diversity & Inclusion

POSITION NO 0053263
CLASSIFICATION UOM 7
SALARY $102,338 - $110,780 p.a.
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full-time (1.0 FTE)
BASIS OF EMPLOYMENT Fixed term to 31 December 2024
OTHER BENEFITS https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY Natalie Hannan nhannan@unimelb.edu.au
Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Diversity and Inclusion Project Officer will provide direct project and administration support to the Associate Dean, Diversity and Inclusion in the Faculty of Medicine, Dentistry and Health Sciences (MDHS).

You will be proactive in your approach to the coordination and management of projects that support diversity and inclusion initiatives across the Faculty. Critical to this work is your ability to work collaboratively with both the A/Dean Diversity and Inclusion, professional and academic staff across the Faculty who are engaged in different facets of Diversity and Inclusion. Good working relationships with the Faculty People and Culture and Marketing and Communications teams is essential.

This role requires a strong focus on engagement, including the preparation and delivery of workshops, data collection and analysis to ensure an evidenced based approach. You will be responsible for preparing a range of written materials, reports, evaluation of initiatives and other documents as required. The ability to keep projects on track and within scope is an important part of this role.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

1. Key Responsibilities

- Support the Faculty’s diversity and inclusion initiatives including workshop preparation, and coordination; data collection, analysis, and management; project management; assist with written proposals and project reports; and liaising with stakeholders as required under the direction of the Associate Dean (Diversity and Inclusion).

- Assist with the delivery of webinar or recorded events/resources (including Inspiring Stories event research of speaker, analysis of feedback) under the direction of the Associate Dean (Diversity and Inclusion).
Support the Associate Dean (Diversity and Inclusion) with preparing data, reports for the Diversity and Inclusion Advisory Committee, Faculty Executive and other stakeholders.

Liaise with stakeholders under the direction of the A/Dean Diversity and Inclusion.

Assist in identifying key initiatives to support the MDHS diversity and inclusion priorities.

Obtain and collate information into proposals in support of MDHS diversity and inclusion initiatives.

Participate in the evaluation and reporting of the Faculty’s diversity and inclusion initiatives.

Prepare reports in relation to the MDHS diversity and inclusion implementation agenda, and its key initiatives including the University Diversity and Inclusion strategy, and the MDHS Advancing Health strategy.

Support the delivery of grants and fellowships aligned with the diversity and inclusion portfolio (including the Momentum Fellowships, Diversity and Inclusion grants and Career Continuity Grants).

2. Selection Criteria

2.1 ESSENTIAL

An appropriate tertiary qualification or demonstrated project development experience or an equivalent combination of relevant experience and/or education/training.

Highly developed organisational and time management skills with a proven ability to work under pressure, prioritise tasks to meet competing deadlines with a high degree of accuracy and attention to detail.

Strong analytical skills with the ability to interpret and present data in a clear format.

Ability to work collaboratively and flexibly both in a team and independently in a fast-paced environment.

Strong interpersonal and verbal communication skills with the ability to relate effectively with a diverse range of people and demonstrate respect for the diverse needs, aspirations and cultures represented across our Faculty.

High level of proficiency in the use of standard application software such as the Microsoft Office suite (e.g. Word, Excel, PowerPoint, Outlook), process mapping applications and large integrated databases.

Experience with facilitating seminar and webinar (preferably via zoom), editing videos, and project administration support.

2.2 DESIRABLE

Background in diversity, equity and inclusion work/or a strong understanding and passion for enhancing and developing organisational initiatives that align with improving diversity and inclusion.

Experience in working with other areas/portfolios in the Faculty/University and serving on committees or working groups within complex organisations.

Familiarity with the national context of gender equity initiatives in the Science, Technology, Engineering, Mathematics and Medicine (STEMM) disciplines, namely the Athena SWAN initiative.
2.3 OTHER JOB RELATED INFORMATION

- Occasional work out of ordinary hours, travel, etc.

3. **Job Complexity, Skills, Knowledge**

3.1 **LEVEL OF SUPERVISION / INDEPENDENCE**

The ability to operate with a high level of autonomy and delegated responsibility, under the direction of the Associate Dean (Diversity and Inclusion). Working with a considerable amount of independence, you will be expected to be proactive, demonstrating initiative and tact.

3.2 **PROBLEM SOLVING AND JUDGEMENT**

The ability to exercise sound judgment and strong problem solving and analytical skills at both a strategic and administrative level. You will be results and solution oriented and comfortable reporting problems to senior staff.

3.3 **PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

Demonstrated understanding of the range of multifactorial influences on diversity and inclusion within the University sector.

Utilising excellent interpersonal skills, tact and patience you will respond effectively in a busy and diverse working environment.

3.4 **BREADTH OF THE POSITION**

You will perform a range of tasks including establishing and building relationships with other teams across the Faculty. You will be expected to perform these tasks with a high level of independence, underpinned by a professional and quality service ethos within existing Faculty and University guidelines.

4. **Equal Opportunity, Diversity and Inclusion**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised...
as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. **Other Information**

5.1 **FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty’s annual research revenue is more than $280m.

The Faculty has a student teaching load in excess of 8,800 equivalent full-time students including more than 2,300 research higher degree students. The Faculty has more than 1,700 Academic staff including more than 1,300 research academics and teaching staff, additionally employing more than 800 professional staff.

Caring for people is at the heart of what we do. Our Faculty values guide our ways of working and we are committed to a diverse and inclusive culture that enables our staff and students to reach their full potential. This includes our commitment to progressing gender equity which is aligned with the University’s Athena SWAN Bronze Award from SAGE (Science in Australian Gender Equity), and championing the Pride in Action Network, the University’s inaugural LGBTQIA+ ally network.

The Faculty appointed Australia’s first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty’s Reconciliation Action Plan (RAP). We continue to build on this to expand opportunities for Indigenous participation in study and academic pursuit, and the training of the next generation of Indigenous health professionals and academics. Indigenous employment, student recruitment and retention, cultural recognition, embedding Indigenous knowledges into our curriculum and building partnerships with the Indigenous community are key areas of development.

Our Indigenous students, teachers and researchers are an asset to this Faculty, adding to our great diversity of expertise and knowledge. Between 2015-2020 the Faculty attracted $46.2m in research income related to Indigenous health with just over a third (37%) of this research led by an Indigenous CI. The Melbourne Poche Centre for Indigenous health, our Nguurra Jurrajak master’s student in-take program, Indigenous teaching and learning community of practice and Indigenous Studies Unit, among others, are working toward understanding, redefining and enabling possibility for Indigenous futures. Indigenous staff numbers are growing in all these areas across Faculty. Our Indigenous scholars and professional staff are represented across our Schools and come together through our Faculty Indigenous Network.
5.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers

5.3 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at https://about.unimelb.edu.au/strategy/governance