

Position Description

Senior Manager Culture, Diversity and Inclusion

Position No:	NEW
Business Unit:	Chief Operations Officer
Division:	Human Resources
Department:	Capability and Culture
Classification Level:	HEO10
Employment Type:	Full-Time, Continuing
Campus Location:	Campus Independent
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

Position Context/Purpose

The Senior Manager Culture, Diversity and Inclusion is responsible for successfully realising the Universities cultural and inclusion priorities, through the development and oversight of the workforce equity strategy and programs. The position will lead and develop innovative, up to date policies, programs and projects that ensure an equitable and inclusive working environment, with oversight of Gender Equality Action Plan and obligations under Gender Equality Act 2020 including gender impact assessments; to ensure implementation and outcomes are met. Secretariat for Equality, Diversity and Inclusion Committee and Working Groups.

Reporting to the Director, Capability and Culture, this role will also drive and develop activities to embed cultural change across the University. The Senior Manager Culture, Diversity and Inclusion will partner with leaders and the broader University community to develop equity, diversity, and inclusion strategies to ensure we continue to build and uphold a high-performing, engaged, safe and inclusive culture at La Trobe.

Duties at this level will include:

- Provide strategic direction to Schools or Divisions requiring integration of a range of internal and external policies and demands and achieve objectives operating within complex organisation structures.
- Carry prime responsibility for the development or significant amendment of policies or systems which will impact across the University.
- Lead development of strategies and plans, which supports and takes forward University strategy.
- Be responsible for the achievement of significant organisational objectives and programs.
- Performs tasks requiring the conceptualisation, development, review, and accountability for the operation of major professional, management or administrative policies at the corporate level.
- Consider the views and interests of others, carry prime responsibility (that is, be the catalyst or driving force) for the development or significant amendment of policies or systems which will impact across the University.
- Develop and review major policies, objectives, programs, or strategies involving high level liaison with internal and external stakeholders, including framing relevant internal consultation and negotiation strategies.
- Develop and enable the capability of staff within the work area by monitoring and continuously managing their performance and mentor them to better meet current and future role requirements. In doing this, provide staff with constructive feedback and support for high quality performance contributions.

Specific duties/accountabilities for this position will include:

- Lead the delivery of the Gender Equality Action Plan (GEAP), gender impact assessments, Science in Australia Gender Equity (SAGE) Athena SWAN Action Plan, Workplace Gender Equality Agency (WGEA) compliance, and program of work inclusive of governance and reporting to the Senior Executive Group and key stakeholders.
- Lead the coordination of diversity, inclusion and equity activities across the institution including managing the SAGE implementation group, Equality, Diversity and Inclusion Committee and reporting progress to senior leaders and committees.

- Present to relevant Committees and the Senior Leadership Group on progress with insights and analysis of program delivery success.
- Represent La Trobe at a range of external and internal events, forums, and committees in support of the University's cultural and inclusion agenda.
- Prepare appropriate communications and educational packages and tools to embed Gender Equality Action Plan (GEAP) and SAGE Actions.
- Provide strategic advice and support to Schools and Divisions to support the integration of GEAP, SAGE and other D&I actions and programs of work.
- Conceptualise, develop, and review major professional, management or administrative policies at the corporate level that align with the D&I programs of work.
- Identify trends, strengths, weaknesses, opportunities, and risks across that may have an impact on the University to enable appropriate and timely action to be administered.
- Develop, motivate and mentor administrative, technical and/or professional staff across the University to improve their capability to embed Actions and deliver on our strategic priorities.
- Ensure a continuous review of quality and of external benchmarks to promote the best possible Action Plan delivery, program of work and continuous improvement.
- Interact with senior colleagues across all areas of the University, with internal and external committees and other external bodies, providing high level input and lead by example by delivering excellent customer service support to all internal and external stakeholders.

Essential Criteria

Skills and knowledge required for the position

- Tertiary qualification in Human Resources, Psychology or a related field supported by relevant senior leadership experience highly desirable. Extensive management expertise and supporting experience, or postgraduate qualifications and extensive relevant experience, or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Demonstrated high level of theoretical and applied knowledge in professional area of expertise.
- Excellent interpersonal skills and demonstrated experience in liaising with staff at all levels of an organisation, negotiating effective outcomes, consultation, and facilitation of group discussions.
- Highly developed knowledge of the principles, theory, and practice of the area of responsibility and an awareness of broader developments relevant to the University.
- Awareness and understanding of the activities, objectives, and strategic direction of the University, both current and future, in a global context.
- Proven experience and success in managing staff performance and development.
- Strong leadership skills with demonstrated ability to lead teams to deliver outcomes and effectively coordinate the integration of resources, processes, systems, people, and policies
- Demonstrable experience as a senior human resources leader with organisational, capability development and diversity and inclusion expertise.
- Proven experience as a trusted advisor with significant experience accelerating workforce inclusiveness.
- Sophisticated consulting skills with demonstrated experience in developing solutions that are pragmatic, innovative and outcomes focused.

- Experience designing and developing cultural change programs that drive a positive and a safe, inclusive and equitable environment.
- Highly developed interpersonal and communication skills (written and verbal), including the ability to deal sensitively with employees and people leaders, and effectively engage stakeholders across all levels of the organisation.
- Demonstrated ability to establish and maintain sound working relationships internally and externally and to communicate effectively on a range of sensitive and complex issues and courage and ability to challenge and influence stakeholders.
- Proven ability to actively keep abreast of changes in external environment and translate into internal environment.

Capabilities required to be successful in the position

- Ability to work collaboratively across functions, tailor communication in a way that is meaningful to the audience and contribute to a safe, inclusive, high-performing culture – consistently modelling accountability, connectedness, innovation, and care.
- Ability to operationalise strategy, adapt quickly to disruption and actively contribute to a healthy team culture to successfully navigate change – implementing improvements to local and organisational practice.
- Demonstrated commitment to reflective practice and self-development, identifying and challenging own biases, responding to others with empathy and evaluating the way own behaviour impacts team culture and performance.
- Ability to inspire and motivate others towards shared objectives, actively facilitate communication and two-way feedback across the University and create a safe, inclusive, high-performing team culture – consistently modelling and enabling accountability, connection, innovation, and care.

Essential Compliance Requirements

To hold this La Trobe University, position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working with Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards.

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive, and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses - the perfect hub for industry, students, and academics
- Help transform the lives of students, partners, and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners, and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve, and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:



We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.



We are connected

We connect to the world outside - the students and communities we serve, both locally and globally



We are innovative

We tackle the big issues of our time to transform the lives of our students and society.



We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

For Human Resource Use Only

Initials:

Date: