

Position Description

Senior Consultant Culture, Diversity and Inclusion

Position No:	NEW
Business Unit:	Chief Operations Officer
Division:	Human Resources
Department:	Strategy, Capability & Culture
Classification Level:	HEO8
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 Consultant, Culture, Diversity & Inclusion is a key role to lead and support realisation of the Universities cultural and inclusion priorities, through the development and contribute to the workforce equity strategy and cultural programs. The position will support development of innovative, up to date policies, programs and projects that ensure an equitable and inclusive working environment, with oversight of the Gender Equality Action Plan and obligations under Gender Equality Act 2020 including gender impact assessments; to support successful delivery of actions and implementation of outcomes.

Reporting to the Senior Manager, Culture, Diversity & Inclusion, this role will also manage and support activities to embed cultural change in the University, partnering with leaders, other HR departments and consultants to design and deliver culture evolution strategies and initiatives.

Duties at this level will include:

- Responsible for program development and implementation. Provides strategic support and advice to schools/business units requiring integration of a range of university policies and external requirements, and an ability to achieve objectives operating within complex organisation structures.
- Performs tasks requiring the integration of substantial theoretical (or policy) and professional knowledge to manage significant programs, or develop, review or evaluate significant policies, programs or initiatives.
- Adapts procedures to fit policy prescriptions or use theoretical principles in modifying and adapting techniques. It may also involve the interpretation of policy which has an impact beyond the immediate work area.
- Identifies trends, strengths, weaknesses, opportunities and risks in specialist areas of responsibility that may have an impact on the University/School/Division/Department, to enable appropriate and timely action to be administered.
- May oversee a number of projects, to ensure each project is managed and delivered to specification, time and budget.
- Develops proposals and coordinates agreement for change or development in the areas for which the position is responsible. May effectively commit the University to significant expenditure or income proposal, or to a public policy stance, though formal authorisation would be provided at a higher level.
- Provides expert advice and guidance to other professionals and encourages them to achieve University School/Divisional/Departmental objectives.
- Applies broad and/or deep knowledge and experience of work area or field of expertise to provide advice/guidance/specialist resources to others or to address significant problems or unresolved issues, some of which will be multi-disciplinary in nature.

Specific duties/accountabilities for this position will include:

- Support the delivery of the Gender Equality Action Plan (GEAP), lead 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 HR division and key stakeholders.
- Support and manage (where appropriate) the coordination of diversity, inclusion and equity activities across the institution including supporting the SAGE implementation group, Equality, Diversity and Inclusion Committee and reporting progress to key stakeholders.
- Prepare appropriate communications and educational packages and tools to embed Gender Equality Action Plan (GEAP) and SAGE Actions.

- Provide 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
- Support 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 colleagues across the Division, and all areas of the University, 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

- A degree with substantial extension of the theories and principles, learned through experience; or a range of management experience; or postgraduate qualifications, or progress towards postgraduate qualifications with extensive relevant experience; or an equivalent alternate combination of relevant knowledge, training and/or experience.
- Ability to apply theoretical knowledge or management or policy expertise to bring together diverse and sometimes conflicting information to solve new or one-off problems.
- Ability to be responsible for program/system development and implementation.
- Demonstrated ability to manage multiple stakeholders to achieve stated outcomes.
- Demonstrated high level of self-motivation and personal management skills.
- Demonstrated ability to form a detailed knowledge of academic and administrative policies and the interrelationships between a range of policies and activities.
- Strong interpersonal skills including ability to negotiate, motivate, influence and build relationships.
- Proven experience as a trusted advisor with established experience accelerating workforce inclusiveness.
- Consulting skills with demonstrated experience in developing solutions that are pragmatic, innovative and outcomes focused.
- 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, demonstrate inclusivity and tailor communication in a way that is meaningful to the audience – consistently modelling accountability, connectedness, innovation and care.
- Ability to make sense of data to inform decision making – implementing ideas to improve local practices.
- Knowledge of own strengths, weaknesses and biases – modifying behaviour, based on self-reflection and feedback, to respond to others with empathy and act on feedback to improve knowledge, skills and behaviour.

- Ability to align individual and University goals and create a safe, inclusive, high-performing culture – modelling and enabling accountability, connectedness, 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: