POSITION DESCRIPTION

Position Title: Workplace Diversity and Inclusion Consultant
Organisation Unit: Human Resource Services
Position Number: TBC
Type of Employment: Full-time, Fixed-term, 2 years
Classification: Hew Level 7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland’s highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

Organisational Environment

UQ Human Resources is responsible for enabling achievement of the University's strategic ambitions through attracting, developing, and retaining talented, engaged, diverse and high performing staff. This, in turn, enables University staff to better support our current and future students. Human Resources provides high quality resource management guidance and expertise, through effective policy development, constructive advice and efficient administrative services. We are building a team of strategic HR professionals to provide outstanding, client focused, proactive and effective solutions and services for all UQ staff.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

This is an identified position and the occupant must be of Aboriginal and/or Torres Strait Islander descent under section 105 of the Queensland Anti-Discrimination Act 1991.

DUTY STATEMENT

Primary Purpose of Position

The Workplace Diversity and Inclusion Consultant contributes to the work of the Workplace Diversity and Inclusion team to develop, implement and review strategies, programs and other initiatives that contribute to the development and maintenance of a diverse and inclusive workplace across UQ.

The Workplace Diversity and Inclusion Consultant is also responsible for the development, implementation and review of the UQ Aboriginal and Torres Strait Islander Graduate program.

The position works with HR colleagues, faculties, institutes, central administrative units to embed diversity and inclusion principles and practices to facilitate cultural and attitudinal change across the organisation.

Duties

Duties and responsibilities include, but are not limited to:

• Coordinate the development, implementation and review of the inaugural UQ Aboriginal and Torres Strait Islander Graduate program, including recruitment and selection processes, induction, program development, professional development programs, mentoring and support, and supervisor training and support.
• Develop, coordinate and implement programs, projects, practices and initiatives to achieve the strategic objectives of Workplace Diversity and Inclusion and the University.

• Advise on, and contribute to, the implementation, development and review of key University diversity and inclusion strategies, including UQ Aboriginal and Torres Strait Islander Employment Strategy, Disability Action Plan, SAGE Athena SWAN Gender Equity Action Plan and Ally Action Plan.

• Support the educative and engagement activities of Workplace Diversity and Inclusion, including facilitating Staff Development programs for staff and planning and coordinating events.

• Research international and national best practice, legislative and case-law trends to inform the work of Workplace Diversity and Inclusion.

• Work in partnership with the Indigenous Australian Employment Coordinator to establish connections between Indigenous communities and key internal and external stakeholders.

• Contribute to reporting on staff diversity and inclusion to internal and external bodies, including the federal and state governments and their agencies.

• Any other duties as required by the Senior Manager, Workplace Diversity and Inclusion.

Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

• the University’s Code of Conduct

• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

Organisational Relationships
The position reports to the Senior Manager, Workplace Diversity and Inclusion.
SELECTION CRITERIA

Essential

- Education, training and/or relevant experience equivalent to a degree in a relevant discipline, in conjunction with at least 6 years of subsequent relevant experience.
- Demonstrated ability to work successfully with Aboriginal and Torres Strait Islander peoples.
- Demonstrated experience in managing projects, from inception to delivery, including the achievement of outcomes and performance targets.
- Demonstrated knowledge of diversity and inclusion, including experience in the research and promotion of diversity and inclusion issues and initiatives across a range of audiences.
- Demonstrated experience in contributing to the development, coordination and implementation of recruitment and retention strategies and practices.
- Demonstrated high level of written and interpersonal skills.
- Excellent, engaging interpersonal skills including the ability to build relationships and communicate effectively with stakeholders by telephone, email and in person.
- Ability to prioritise own workload, work independently and meet deadlines.

Desirable

- An existing connection to South East Queensland Community.
- Previous experience in a similar role, within a large Higher Education or Public sector organisation.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au