POSITION DESCRIPTION

Pro Vice-Chancellor Inclusion

Position Summary

The Pro Vice-Chancellor Inclusion is a key senior leadership position in the Division of Societal Impact, Equity and Engagement. The role is critical in leading UNSW's efforts to advance inclusive culture and representation of diversity across the staff and student cohorts.

The Pro Vice-Chancellor Inclusion will work in collaboration with faculties and divisions to lead instructionally relevant strategies and initiatives that drive improved outcomes and engage with the internal UNSW community and external communities, lead a program that ensures diversity and inclusion is core to key institutional strategic initiatives and ensure that barriers to progress to improve equity and diversity are identified and addressed.

The portfolio is responsible for leading institutional policy to enshrine equity, diversity and inclusion across UNSW, will oversee training and development programs to support cultural change, and manage external reporting mechanisms that support equity, diversity and inclusion, and a safe and respectful community.

The Pro Vice-Chancellor Inclusion reports to Deputy Vice-Chancellor Societal Impact, Equity and Engagement.

Accountabilities

Specific accountabilities for this role include:

- Lead the development and implementation of UNSW's strategic vision for equity, diversity and inclusion, aligning it with the overall University strategic objectives. Ensure vision drives towards a safe, respectful university community.

- Provide thought leadership and subject matter expertise on equity, diversity and inclusion strategies and initiatives to the DVC Societal Impact, Equity and Engagement and UNSW's leadership team (ULT).
• Provide specific guidance towards policies, practices, and procedures driving towards a safe, respectful place for staff and students generally.

• Drive the development of strategic EDI initiatives and supporting evaluation frameworks across the university and ensure timely reporting for both internal and external reporting and accreditation requirements, and to ensure continuous improvement.

• Develop and maintain extensive links and partnerships nationally and internationally with equity, diversity and inclusion practitioners and communities of practice to achieve greater collaboration, inclusion and impact at a university, national and international level.

• Lead collaboration with the university community to develop, inspire and motivate initiatives aimed at fostering a diverse workforce and student cohort, cultivating a culture that embraces students from underrepresented cohorts, and promoting a sense of belonging for both students and staff.

• Provide outstanding and inclusive leadership, vision, role clarity, and a culture that supports ongoing growth and development of a team of expert professionals within the portfolio of the Pro Vice-Chancellor Inclusion.

• Stay current with best practices, research, and legislative changes related to equity, diversity and inclusion in higher education, and provide recommendations for incorporating these into university policies and practices.

• Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.

• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• Postgraduate qualifications and/or extensive work experience in leading the development of equity, diversity and inclusion initiatives in complex organisations, working collaboratively to implement these programs and evaluate their impact.

• Proven ability to develop and implement strategies and initiatives that promote equity, diversity and inclusion.

• A proven track record of an effective and inclusive leadership style, and a demonstrated understanding of inclusion and proven track record of implementing EDI strategies within Higher Education, preferably at a Go8.

• An understanding of the accreditation frameworks and compliance environments that are part of the work of the PVC Inclusion work stream.

• A deep understanding of the Australian and international context for equity, diversity and inclusion and the ability to work and influence across disciplines, faculties, divisions, institutions, industry and professional bodies.

• Demonstrated experience in the design and implementation of initiatives that drives student equity, widening participation and staff diversity, and a culture that embraces inclusion across the institution for both students and staff.

• Excellent advocacy, consultation, influencing, communication, negotiation and networking to achieve organisational outcomes.
• Extensive experience in people leadership, development, engagement and management, with the demonstrated skills to motivate inspire, and mobilise teams to create a positive workplace culture and deliver quality outcomes.

• Experience in the development of Theories of Change, outcomes-based programming, data analysis relevant research, national Higher Education funding programs and reporting requirements.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

Pre-Employment checks required for this Position

• Verification of qualifications

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.