POSITION DESCRIPTION

Project Officer – Equity, Diversity and Inclusion (EDI)

Position Level 7
Faculty/Division Business
Position Number 00060470
Original document creation 27/06/2023

Position Summary
The Project Officer (EDI), individually and in collaboration with the Associate Dean (AD) EDI and the Senior Deputy Dean, Academic (SDDA), identifies and delivers innovative, relevant and timely equity initiatives in support of Business School EDI objectives and as part of the wider UNSW 2025 Strategy for social justice.

This position is accountable for the design, implementation and delivery of Business School equity policies and programs, coordination of EDI committee meetings and optimisation of their output. The incumbent will support the AD EDI and Chair with effective project management and delivery of services that reflect the changing equity needs of Faculty staff, students and our partners.

The position reports to the Associate Dean EDI and will have a close working relationship with the Senior Deputy Dean, Academic (SDDA) and the Division of Equity Diversity & Inclusion (DoEDI).

Accountabilities
Specific accountabilities for this role include:

- Be the subject matter expert on EDI, providing high level management to the Faculty on EDI matters including EDI committee coordination and implementation of EDI programs and initiatives.

- Undertake end-to-end project management including project design, development, implementation, documentation, and evaluation in line with the Faculty EDI strategy and the UNSW 2025 strategy.

- Work with the AD EDI and the DoEDI to ensure activities and programs are coordinated with central diversity initiatives and leverage resources to maximise program impacts.
• Work with the SDDA on activities related to staff mental health and well-being initiatives.

• Work with the SDDA to support the Faculty’s Senior Management Team in addressing psychosocial hazards in the academic work environment.

• Under the guidance of the AD EDI, EDI Committee Deputy Chair, and other Faculty stakeholders; plan, develop and deliver new, emerging, or current equity and diversity policies, programs and other initiatives to achieve identified EDI objectives.

• Work within a defined project delivery lifecycle to deliver and prioritise projects through regular consultation with the AD EDI.

• Develop and establish systems for work design, work preparation processes, evaluation of delivery outcomes and other reporting needs.

• Develop and maintain effective policy and procedural documents related to EDI.

• In collaboration with the EDI Committee and Project Manager (EDI), review, analyse and report on the effectiveness of projects and initiatives through development and delivery of progress reports and evaluations.

• Represent the UNSW Business School at University EDI forums and meetings and act as the key point of contact within Faculty on EDI issues/trends.

• In conjunction with Human Resources, provide guidance and support for staff and civilian students with a disability, in accordance with the UNSW Reasonable Adjustment Guidelines.

• 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

• Relevant tertiary qualification with subsequent relevant experience or equivalent competence gained through any combination of education, training and experience.

• Capable of thinking strategically and translating identified objectives into concrete outcomes.

• Successful experience delivering projects within agreed timeframes with the ability to interpret policies and procedures.

• Demonstrated ability to initiate policies and programs and utilise people management skills to bring projects to fruition in a timely manner.

• Sound knowledge regarding equity, diversity and inclusion initiatives and issues.

• Excellent communication and interpersonal skills, including an ability to negotiate outcomes and a demonstrated ability to work positively and respectfully with people from a diversity of backgrounds, both from within and outside the university community.

• High level computer literacy and experience with Microsoft Office applications.

• 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.
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.