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POSITION DESCRIPTION

Director, Diversity & Inclusion

Faculty/Division	Division of Soc Imp, Eq & Eng
Classification Level	Professional TFR
	G - Administrative, Clerical, Computing, Professional & Research Staff
Hours & Span (Category)	Click or tap here to enter text.
Position number	NOT SHIFTWORKER
Shiftwork status	Click or tap here to enter text.
Allowances	Click or tap here to enter text.
On call arrangements	Click or tap here to enter text.
Original document creation	Click or tap to enter a date.

Position Summary

The UNSW Division of Societal Impact, Equity and Engagement (DSIEE) leads UNSW's efforts to make a positive and lasting impact on society, promoting equity and social justice, and driving engagement activities which enhance UNSW's reputation as a key contributor to society through its research, teaching, and community engagement.

The Director, Diversity & Inclusion, is responsible for the design, development and implementation of key University wide initiatives to strengthen an inclusive and respectful culture in which all students and staff feel valued, respected and able to be their authentic selves and strategic projects that promote enhanced diversity, focussing on gender equity, disability inclusion and accessibility, campus and workplace culture, LGBTQIA+ recognition and support, cultural diversity and anti-racism and workplace flexibility.

They work with a diverse range of internal stakeholders including senior leaders, Deans, Heads of Schools, Executive Directors and professional staff managers, and particularly closely with Human Resources, as well as with student leaders and student facing business units.

Externally, the position liaises with Government organisations such as the Workplace Gender Equality Agency, other accreditation agencies, and other universities.

This role reports to PVC Societal Transformation and Equity and has three direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide expert leadership and subject matter expertise across all aspects of diversity and inclusion and contribute to the development of strategies, policies and programs to enable the University to achieve its strategic diversity and inclusion goals and priorities for staff and students
- Develop and manage University-wide diversity and inclusion programs and initiatives and work with faculty and division EDI committees and student facing business units to support implementation at a local level.
- Work with the Chief People Officer to develop, communicate, coordinate and implement a range of workplace diversity and inclusion initiatives.
- Develop and lead implementation for the Gender Equity Strategy and ensure it aligns with other gender equity actions across the University through the faculties and divisions and the SAGE Athena Swan program.
- Lead the development of appropriate inclusion training/and or awareness programs/campaigns for staff and students to educate teams about diversity issues and illustrate ways to increase and encourage inclusion within the University.
- Ensure effective monitoring, evaluation and reporting on diversity and inclusion initiatives and programs and develop data-informed recommendations.
- Ensure progress in Diversity and Inclusion portfolio is effectively communicated across the University.
- Maintain a strong awareness of diversity issues and trends and educate internal partners on diversity, equity and inclusion areas of focus.
- Lead and supervise staff to support a culture aligned with UNSW leadership signatures.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

Skills and Experience

- Postgraduate qualifications and/or extensive work experience in managing concurrent complex projects, preferably in equity, diversity, inclusion.
- Excellent interpersonal, verbal, and written communication skills and the ability to influence and maintain positive and lasting relationships with a range of internal and external stakeholders.
- Strategic insights with operational expertise in designing, implementing and improving diversity and inclusion programs that support all employees and students.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) 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.