



POSITION DESCRIPTION

## **Workplace Inclusion, Diversity & Equity Manager**

August 2022

UNIVERSITY of   
**TASMANIA**

## Position Summary

College / Division	COO Division
School / Section	People and Wellbeing
Location	Hobart / Launceston / Burnie
Classification	Senior Manager Level 1
FTE	1.0
Reports to	Executive Director Talent and Transformation
Direct reports	N/A
Delegation level	<a href="#">Select Delegation Profile</a>

## The Opportunity

The Workplace Inclusion Diversity and Equity (IDE) Manager leads the development and deployment of IDE strategies to foster a diverse and inclusive culture at the University. This role will give the incumbent the opportunity to deliver services, programs and initiatives that ensure our highly capable, collaborative, and diverse teams feel they belong, have equal opportunities, and sustainably represent the diverse communities we serve at the University.

## About the University of Tasmania

In 1890, our university was founded with an important purpose: providing our island with the academic excellence to thrive. Today, we continue to make our home a better place. And working together, we do extraordinary things that have global outcomes.

From early on, our role has been to help people flourish and thrive. Isolation and a small population require us to work harder. The stories of our island are told by those needing to solve unique problems in unique ways. Here, success takes a quiet determination and adaptability. In turn, this makes us broader, more rounded, multi-skilled thinkers and creative problem solvers, and it sees our institution generative powerful ideas for and from Tasmania.

Because of our unique setting and challenges we go beyond creating places of learning. We strive to stimulate economic growth, lift literacy, improve health outcomes for Tasmania and nurture our environment as it nurtures us.

We welcome enquiring minds, from near and far, to join us in our pursuit of the extraordinary.

## **Accountabilities and outcomes**

### **Purpose**

The Workplace Inclusion Diversity Equity (IDE) Manager plays an integral role in leading the design and implementation of contemporary IDE strategies and initiatives which are aligned and contribute to the University's People Strategy and broader strategic priorities. The incumbent operates as a trusted advisor to the Chief People Officer, the People and Wellbeing Executive Leadership team and the University's Equity Steering Group.

### **Key Result Areas**

- Provides strategic direction and advice in relation to University-wide workforce Inclusion, Diversity and Equity (IDE) strategies, plans, programs, and initiatives.
- Works collaboratively across the University to shape an IDE focused culture and deploy a breadth of diversity and inclusion initiatives which deliver both transformational and operational impact.
- Oversees IDE related reporting, evaluating, and monitoring of sector performance and outcomes for the University. Analyse data, identify issues and trends, and make recommendations to improve IDE outcomes.
- Designs and implements the University's Diversity and Inclusion Plan including university-wide IDE initiatives that are aligned to the University People Strategy.
- Leads the design and coordination of best practice processes, tools, and programs to improve the University's diversity outcomes for staff.
- Provides guidance and consulting services for the Equity Steering Group, and University and College diversity networks to ensure outcomes are focused, achievable and in line with the University's People Strategy.
- Establishes and manages partnerships with key stakeholders to advise on and support the development and delivery of the University's Diversity and Inclusion Plan.
- Ensures that key diversity outcomes are considered in all people planning, performance, and development activities.
- Consult, collaborate, influence and advocate IDE best practice with University leaders at all levels.
- Represent the University at various internal and external forums to promote awareness of IDE including regular reporting on IDE achievements and targets to senior and diverse stakeholders.
- Undertake other duties within the field of expertise and knowledge as required by the Chief People Officer, and/or members of the People and Wellbeing Executive team.

### **Behavioural Expectations**

We aim to everyone to have a positive experience at our university, and all staff contribute toward creating a university culture that is safe and supportive, enabling our community to flourish by:

- Treating all others – staff, students and community with fairness, equity and respect.
- Ensuring the workplace is an inspiring and safe place to be.
- Ensuring the workplace is free from harassment, bullying, victimisation and discrimination.

## Success profile

### Personal Attributes

- **Driven:** Takes action and uses initiative to seize opportunities and pursue outstanding results, even when presented with difficulties or setbacks.
- **Rapport Building:** Enjoys interacting with other people and effectively establishes rapport by putting others at ease. Effectively promotes achievement and recognition.
- **Leadership:** Assumes responsibility to make decisions and effectively leads, motivates and inspires people to take action.
- **Supportive:** Understands others through listening and empathy, works well in a team and actively involves others by valuing individuals' unique perspectives.

### Core Capabilities

- **Strategy into Action:** Able to set, operationalise and activate strategy into specific actions, timelines and responsibilities to enable the University to deliver on key strategic goals.
- **Fostering Belonging:** Fosters a sense of belonging and wellbeing, enables others to function to their fullest ability and role models respectful, inclusive and professional behaviours.
- **Self-Awareness and Interpersonal Skills:** Recognises and regulates emotions and behaviour in the work context and effectively builds relationships with others to create a collaborative and empowering environment that enables people to achieve and thrive.
- **Leading Change:** Involves colleagues in designing, co-creating and exploring the changes that will affect them. Ensures lasting adoption of changes by combining established change management practices with people-centred design and behavioural science.

### Role Specific Skills, Knowledge and Experience

1. Demonstrated track record achieving cultural change through leading, developing, implementing, and monitoring workforce inclusion and diversity strategies and actions within a complex environment.
2. Demonstrated superior knowledge of current inclusion, diversity and equity issues, challenges, policies, and contemporary practices.
3. Exemplary skills in coaching, inspiring and motivating others. Skilled and experienced in making significant decisions that balance achieving outcomes and care for people.
4. Exceptional communication, consultation, presentation, and stakeholder management skills, which you have developed through managing stakeholders at all levels across a large portfolio of work.
5. Demonstrated conceptual, analytical, and critical thinking, along with the capacity to develop data-supported insights and solutions.
6. Highly developed organisational skills, and the capacity to successfully and independently manage multiple, competing priorities and deadlines. Project management skills and/or experience would be highly regarded.
7. Higher education sector or similar experience is preferred, but not essential.

### **Qualifications and Licences**

- Tertiary qualifications in an appropriate discipline or demonstrated relevant, equivalent professional experience.

### **Other Requirements**

To be eligible for this position, you are required to hold Australian or New Zealand Citizenship, permanent residence or a valid visa that enables you to fulfil the requirements of this role.

### **COVID-19**

The University of Tasmania recognises that this is critical for the workforce at the University to protect the safety of our workforce and vulnerable Tasmanians. Applicants for this role must be prepared to provide evidence of Covid-19 vaccination as a condition of employment.



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The intention of this Position Description is to highlight the most important aspects, rather than to limit the scope or accountabilities of this role. Duties may be altered in accordance with the changing requirements of the position