



POSITION DESCRIPTION

Office of the Provost
Chancellery

Project Manager (Anti-Racism)

POSITION NO	0057424
CLASSIFICATION	UOM 8
SALARY	\$119,742 - \$129,607 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time (1 FTE), part-time considered
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Christine Dew Tel: +61 3 9035 5451 Email: christine.dew@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne would like to acknowledge and pay respect to the Traditional Owners of the lands upon which our campuses are situated, the Wurundjeri and Boon Wurrung peoples, the Yorta Yorta Nation, the Dja Dja Wurrang people. We acknowledge that the land on which we meet and learn was the place of age-old ceremonies, of celebration, initiation and renewal, and that the local Aboriginal peoples have had and continue to have a unique role in the life of these lands.

Position Summary

The Project Manager (Anti-Racism) plays a key role in the University of Melbourne's strategic approach to anti-racism and inclusion for culturally diverse members of the University community.

The Project Manager (Anti-Racism) reports to the Director (Diversity & Inclusion) and supports delivery of a range of diversity and inclusion initiatives related to implementation of the University's *Diversity and Inclusion Strategy 2030*. Under the guidance of the Director, they will manage the implementation, monitoring and evaluation of the University's first Anti-Racism Action Plan and associated planning and coordination of work to deliver on the University's anti-racism commitment.

The Project Manager (Anti-Racism) will work collaboratively with a range of stakeholders from across the University community to execute the Anti-Racism Action Plan and associated initiatives within the broader work of the Diversity and Inclusion team, the Indigenous Strategy team, the Office of the Provost, Chancellery and the faculties.

Demonstrated experience in leading and delivering large-scale, complex projects will be critical, along with well-developed communication, collaboration, stakeholder engagement, and problem-solving skills. Subject matter knowledge of anti-racism will be highly desirable. To be effective in this role, you will be a responsible professional with experience navigating complex and at times sensitive issues to achieve the University's strategic goals. The ability to act at all times with integrity, discretion and flexibility will see the incumbent achieve quality outcomes for the University community within a dynamic and collegial team environment.

1. Key Responsibilities

- Manage, under the guidance of the Director, the implementation, monitoring and evaluation of the University's Anti-Racism Action Plan.
- Provide advice to the Director (Diversity & Inclusion) on anti-racism and cultural diversity and inclusion initiatives.
- As a member of the Diversity and Inclusion team, support delivery of a range of initiatives related to implementation of the *Diversity and inclusion Strategy 2030* and the University's anti-racism commitment.
- Coordinate and support advisory/working groups and contractors. Build strong relationships with students and staff with lived experience of racism, including student representatives, to inform the delivery of a range of anti-racism initiatives at the University.
- Maintain partnerships with key organisational areas to ensure that the implementation, evaluation and reporting of the Anti-Racism Action Plan achieves its strategic intent, and to explore areas of integration and alignment where relevant.

- Provide advice and materials to support a range of University communications related to anti-racism/cultural diversity and inclusion, including related events.
- Prepare high quality reports, briefing papers and presentations tailored to key University committees and audiences including senior executives.

2. Selection Criteria

2.1 ESSENTIAL

- A relevant tertiary qualification or an equivalent combination of education and relevant experience.
- Sound knowledge of anti-racism and/or diversity and inclusion that includes an understanding of current legislation and of leading practice in the higher education, government and/or corporate sectors.
- Demonstrated experience and success implementing and managing D&I programs, initiatives or projects in complex organisational settings.
- Demonstrated ability to engage and collaborate with diverse internal and external stakeholders.
- Demonstrated strategic thinking, synthesising and problem-solving skills that include identification of risk and risk management strategies.
- Well-developed written and verbal communication skills with the ability to tailor effective and impactful communications, reports and briefings to a range of internal audiences, including University leaders and senior committees.
- Demonstrated ability to exercise judgement and professionalism in navigating complex and sensitive issues with a high level of discretion and confidentiality.
- Proven ability to work effectively as part of a team.

2.2 DESIRABLE

- Understanding of the higher education context and current best practices in anti-racism in a university setting.
- Identify as belonging to a community with lived experience of racism, due to your Indigeneity, ethnicity, nationality and/or faith.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent works under broad direction and is expected to exercise responsibility for management of their own projects including time management and prioritisation of tasks. The incumbent will work collaboratively with other members of the Diversity and Inclusion team, internal stakeholders including senior executives and internal and external stakeholders.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent is required to understand, interpret and communicate specialist and complex information, in a manner that is appropriate to the intended audience. The

incumbent should be results and solutions oriented, applying creativity and lateral thinking to address challenges as they arise. Problem-solving skills and independent judgement are required in working to challenging deadlines, and in coping with a variety of competing demands.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent must develop a deep understanding of their own projects as well as familiarity with the mission and initiatives of the broader Office of the Provost portfolio. More broadly, the incumbent should develop a working understanding of the University's organisational structure as well as relevant policies and procedures.

3.4 RESOURCE MANAGEMENT

The incumbent directly manages their own time resources, applying their knowledge and problem-solving skills to streamline tasks, and will bring to the attention of their supervisor and the executive lead(s) for their project(s) any requirements for additional resources.

3.5 BREADTH OF THE POSITION

The incumbent is responsible for a broad range of tasks and will adapt their approach to meet the needs of different projects.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 DIVERSITY & INCLUSION TEAM

The Diversity & Inclusion team is responsible for the University of Melbourne's strategic approach to diversity and inclusion across the breadth of the University's operations, including students and staff. Working in partnership across the University community, the Diversity and Inclusion team leads the development, implementation, monitoring and evaluation of the *Diversity and Inclusion Strategy 2030*. The Diversity & Inclusion team is part of the Office of the Provost and overseen by the Deputy Vice-Chancellor (People & Community) and the Diversity, Equity & Inclusion Sub-Committee of University Executive.

6.2 OFFICE OF THE PROVOST

The Office of the Provost supports achievement of the vision and objectives for people and community, learning and teaching, and academic performance contained in our institutional strategy - [Advancing Melbourne 2030](#).

The Office of the Provost portfolio sits alongside other divisions (Office of the Vice-Chancellor, Research & Enterprise, Global, Culture & Engagement, Advancement, Communications & Marketing, and Administration & Finance) within Chancellery, and is responsible for:

- Indigenous strategy, including research, education and engagement, student and staff planning, truth-telling and cultural heritage.
- People and Community, including Diversity and Inclusion, Human Resources, academic and professional staff careers, and University community-building.
- Education and student experience, including curriculum, teaching and learning quality and innovation, learning technologies and spaces, student wellbeing and engagement and widening participation for students from diverse backgrounds.

6.3 CHANCELLERY

The Chancellery is led by the Vice-Chancellor and has a University-wide focus on:

- delivering strategic leadership
- allocating capital according to strategic priorities
- developing and overseeing a business framework that includes appropriate financial and other organisational planning and controls
- ensuring identity or brand is consistent with strategic intent and purpose, and
- overseeing policies and initiatives that develop the academic and professional expertise of University staff members.

6.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding

performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.5 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

6.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>