



## Position Description

College/Division:	College of Engineering and Computer Science
Faculty/School/Centre:	Professional Services Group (Office of the Dean)
Position Title:	Senior Advisor – Diversity, Belonging, Inclusion & Equity
Classification:	ANU Officer Grade 8 (Administration)
Position No:	
Responsible to:	Associate Dean – Diversity, Belonging, Inclusion & Equity

### PURPOSE STATEMENT:

The ANU College of Engineering and Computer Science has embarked on a major initiative to reimagine the role of engineering and computing in the 21st century. As outlined in the CECS Strategic Intent – the College has a unique set of national responsibilities and an obligation to have a degree of impact befitting the only national university.

The Senior Advisor – Diversity, Belonging, Inclusion, and Equity (DBIE) provides high level executive support and strategic advice to the Associate Dean - Diversity, Belonging, Inclusion, and Equity and key College stakeholders, contributing to the efficient and effective delivery of the strategic operations of the Associate Dean – DBIE portfolio and the College broadly.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The Senior Advisor – Diversity, Belonging, Inclusion, and Equity (DBIE) provides high-level strategic advice on DBIE matters and executive support in the achievement of strategic goals in the Associate Dean – DBIE portfolio, working effectively across a wide range of high-level internal and external stakeholders, and other relevant bodies as appropriate. The Senior Advisor is also responsible for coordinating day to day administrative operations in the Associate Dean – DBIE portfolio, working closely with the DBIE operational team.

#### Role Statement

Under the direction of the Associate Dean - DBIE, the Senior Advisor will:

- Lead the design, development, implementation, performance measurement and reporting of strategic DBIE initiatives in CECS including a new multi-year strategy and action plan.
- Provide actionable insights and expert advice to the Associate Dean – DBIE and other key CECS stakeholders to successfully promote and embed DBIE actions in the College.
- Undertake research, write reports, draft submissions and correspondence relating to AD DBIE strategic projects and provide high-level input in the audit of DBIE policies/processes and coordinate various DBIE initiatives, as appropriate.
- Liaise and coordinate between academic and professional staff as well as relevant key groups and individuals in the University and externally (if required).
- Comply with all ANU policies and procedures, especially those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

**Selection Criteria**

1. Postgraduate qualifications in a relevant social science discipline or a relevant people/culture focused area and relevant experience in supporting people from historically excluded groups and/or in diversity, belonging, equity and inclusion project management, or an equivalent combination of experience and education/training.
2. Proven experience providing strategic advice, planning, and reporting to senior management and an ability to successfully manage projects through to completion, on time and on budget.
3. Demonstrated high-level organisational skills and the ability to strategically prioritise workloads and use sound judgement in decision making. A demonstrated ability to take innovative approaches leading to the achievement of strategic goals is required.
4. Demonstrated high level interpersonal and communication skills, both written and oral, including demonstrated ability to liaise effectively with key internal and external stakeholders and work in a team environment.
5. Demonstrated ability to build relationships of trust and influence with a diverse range of stakeholders.
6. Demonstrated computer skills with experience using online data management platforms and proficiency using the MsOffice suite.
7. A demonstrated high-level understanding of equal opportunity principles and occupational health and safety and a commitment to their application in a university context.

*The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position.*

Printed Name:		Date:	
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**References:**

[General Staff Classification Descriptors](#)