

Position Description

Coordinator, Engagement and Partnerships



Details

Faculty or Portfolio	Resources Portfolio
Division or School or Institute / Team	Diversity, Equity and Inclusion
Employment	Continuing, Full time
Location	Geelong Waterfront
Classification	HEW 6
Manager	Senior Manager – Programs and Partnerships

Deakin

Deakin is a Victorian university with a global impact. We are agile and innovative, and committed to making a positive impact through our excellence in education and research and the contributions we make to the wider community.

Our reputation has been built on the dedication and expertise of our staff. We offer a dynamic, diverse and inclusive working environment with opportunities to grow and develop careers. We believe that a progressive, thriving culture will ensure people choose to come, and stay at Deakin and contribute to our ongoing success.

As one of Australia's largest universities, Deakin has strong global linkages, world-class research and an education portfolio that blends the best of campus and digital delivery into a highly supportive and personalised student experience.

We offer outstanding education founded on the experience we create for our learners and guided by graduate outcomes for successful lives and careers. We undertake globally significant discovery research that benefits our communities through the innovative translation of our ideas into new services, products, policies and capabilities.

Deakin campuses sit on Wadawurrung, Wurundjeri, and Eastern Maar Countries, and the [University acknowledges](#), values and deeply respects its connection with the Traditional Custodians and Elders past and present of these lands and waterways. Deakin is the most popular university destination in Victoria for Aboriginal and Torres Strait Islander students and has a rich history of supporting the ambitions of First Nations students, including through the NIKERI Institute (formerly the Institute of Koorie Education).

At Deakin we value diversity, embrace difference and nurture an inclusive, safe and respectful community. Deakin is an Employer of Choice for Gender Equality, a SAGE Athena SWAN Bronze Award holder, seeking gender equity for Women in STEMM, and a Silver Award holder in the Australian Workplace Equality Index for LGBTQ inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sexualities and genders.

[Strategic Plan – Deakin 2030: Ideas to Impact](#)

[Benefits of working at Deakin](#)

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Coordinator, Engagement and Partnerships



Overview

The Coordinator, Engagement and Partnerships provides high-level executive advice and support to the Office of the Executive Director, Diversity, Equity and Inclusion and the Diversity, Equity and Inclusion (DEI) Division. The position also coordinates the development and implementation of the Diversity, Equity and Inclusion Communications and Engagement plan, activities and associated functions, and coordinates external engagement and partnership activities with community organisations on behalf of the Diversity, Equity and Inclusion division.

The position prepares, reviews and provide advices on a range of written documentation, reports and visual presentations to internal and external audiences/ stakeholders, as well as drives regular internal and external communications, including document preparation and relevant reporting for DEI risk management and various programs and projects, such as the Student Equity Strategy, Student Services and Amenities Fund (SSAF) Program, Disability Access and Inclusion Plan and Child Safety Action Plan.

Responsibilities

1. Seek feedback from clients regarding their satisfaction and perspective with products or services received, respond to feedback with openness and transparency and seek to identify ways to serve the customer better
2. Build new and productive relationships with a diverse range of stakeholders, to increase participation in Diversity and Inclusion training offerings, delivering tailored training as required.
3. Develop and implement practical, accessible solutions based on stakeholder needs
4. Strive for excellence and regularly consult with clients to clarify who requires the information, the purpose for which it is required, criteria for success and where and when advice and recommendation is required
5. Communicate with confidence using examples and the most appropriate influencing technique for a given situation to increase understanding and support, for example liaising with DEI and communications teams in the development of campaigns, communications, blogs and news articles to help educate the Deakin community on the importance of capacity building, increasing participation and engagement.
6. Consult a diverse range of stakeholders and experts, not immediately involved, to gain a broader and deeper understanding of a specific issue
7. Investigate and probe for the facts and identify relevant solutions and select the most appropriate from the range of alternatives
8. Plan and prioritises work and critical activities appropriately and recognises barriers to achieving outcomes, finds effective ways to deal with them and evaluates progress

Relationships

- Internal relationships: Diversity, Equity and Inclusion, Office of the Vice Chancellor and Faculties, Portfolios and Divisions across the University
- External relationships: Local partners, University Alumni and representatives of other relevant organisations, both within and outside the University community.

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Selection

Qualifications and experience

- A Degree with subsequent relevant experience; or
- An equivalent combination of relevant experience and/or education/training
- Extensive experience in providing high-level executive support and advice within a large and complex organisation.
- Proven experience in project support/management and analysing data and information and developing, enhancing and implementing administrative processes and procedures

Capabilities

1. **Learning Agility:** Learns from experiences; applies learnings to perform successfully in new situations
2. **Planning and Organising:** Plans, analyses and co-ordinates the delivery of projects while balancing priorities and resources
3. **Analysis and Problem Solving:** Sources relevant information; identifies problems and offers sustainable practical solutions
4. **Collaboration:** Proactively supports working together, shares ideas and provides constructive feedback; respects and values others
5. **Building Networks and Partnerships:** Identifies and invests in relationships essential for growth and positive outcomes
6. **Communicating with Influence:** Engages and energises others through clear and persuasive communication

Special Requirements

- Working with Children Check (refer to Recruitment Procedure)

Note: The intention of the position description is to provide an outline of scope and responsibilities, at a point in time. Please note, responsibilities may evolve in accordance with organisational needs.