



**Australian  
National  
University**

## Position Description

<b>College/Division:</b>	ANU College of Engineering, Computing and Cybernetics
<b>Department/Unit:</b>	Dean's Office / Associate Dean (DBIE)
<b>Position Title:</b>	<b>Senior Advisor – Diversity, Belonging, Inclusion and Equity</b>
<b>Classification:</b>	ANU Officer Grade 8 (Professional)
<b>Position No:</b>	34520
<b>Responsible to:</b>	Associate Dean (Diversity, Belonging, Inclusion and Equity)
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	D7

### PURPOSE STATEMENT:

The ANU by 2025 Strategic Plan calls for the University to serve society through transformational research and education. As one of the great universities of the world, ANU is driven by a culture of excellence in everything we do. Our lived experience is increasingly one of large-scale systems of people, whose actions and interactions are influenced by our digital, physical and biological environment. The ANU College of Engineering, Computing and Cybernetics (CECC) hosts three of the key disciplines necessary to help us design, build, regulate and secure the future.

CECC brings together expertise in social, technical, computational, ecological and scientific systems to build a new approach to systems design and build new national capabilities in data-driven policy and business development. The work we do in the College directly supports one of the four pillars of ANU by 2025: to strengthen our national mission and meet our unique responsibilities as Australia's national university. We will deliver on our mission by building a strong community, providing transformative educational experiences, conducting high-impact research, seeking meaningful engagement, and becoming a resilient organisation post COVID-19.

We welcome and openly acknowledge differences in expertise, research / education / professional focus, experience and perspective.

CECC is a vibrant and diverse community of more than three thousand students, staff, and visitors. Our College is comprised of three schools: the School of Computing, School of Cybernetics, and School of Engineering, supported by the Professional Services Group.

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 and works closely with colleagues in the Dean's Office, the College Professional Services and staff in the three schools.

## Role Statement:

Under the broad direction of the Associate Dean (DBIE) the Senior Advisor will:

- Lead the design, development, implementation, performance measurement and reporting of strategic DBIE initiatives in CECC including the implementation and evaluation of a new multi-year College DBIE strategy and its resultant action plans.
- Provide actionable insights and expert advice to the Associate Dean – DBIE and other key CECC 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
- Coordinate various DBIE initiatives and events, 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.*

**References:** [Professional Staff Classification Descriptors](#)



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# Pre-Employment Work Environment Report

## Position Details

College/Div/Centre	ANU College of Engineering, Computing and Cybernetics	Dept/School/Section	Dean's Office
Position Title	Senior Advisor, DBIE	Classification	ANU08
Position No.	34520	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at [http://info.anu.edu.au/Policies/\\_DHR/Procedures/Employment\\_Medical\\_Procedures.asp](http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp)

## Potential Hazards

<ul style="list-style-type: none"> <li>Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a <b>regular</b> or <b>occasional</b> part of the duties.</li> </ul>						
TASK	regular	occasional		TASK	regular	occasional
key boarding	X	<input type="checkbox"/>		laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>		work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>		work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
Organizing events	<input type="checkbox"/>	X		noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>		electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>				
<b>NON-IONIZING RADIATION</b>				<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>		gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>		beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>		nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>				
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>				
<b>CHEMICALS</b>				<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>		microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>		potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>		laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>		clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>		genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
				immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>						