

## Position Description



Position title:	Senior Consultant, Diversity and Inclusion
School/Directorate/VCO:	People and Culture
Campus:	Mt Helen Campus. Travel between campuses may be required.
Classification:	Within the HEW Level 8 range
Time fraction:	Full-time with workplace flexibility
Employment mode:	Continuing employment
Probationary period:	This appointment is offered subject to the successful completion of a probationary period.
Further information from:	Melissa Mortimer, Head, Talent Management, People and Culture Telephone: (03) 5327 9787 Email: m.mortimer@federation.edu.au
Recruitment number:	851842

### Position summary

The Senior Consultant, Diversity and Inclusion is responsible for development, delivery and evaluation of the University's staff diversity and inclusion programs, plans and priorities to support a high quality, inclusive, equitable and accessible employee experience.

The Senior Consultant will develop, monitor and lead action plans, whilst working collaboratively across the University, engaging with managers/leaders and external community stakeholders. Reporting to the Manager, People Consultancy, the Senior Consultant will foster shared responsibility for staff inclusion and diversity ensuring capability building across leadership roles within the University.

The Senior Consultant will also lead services for receiving and supporting staff with disclosures and reports of discrimination and discriminatory harassment including sexual harm.

The areas and plans to be coordinated include, but not limited to Gender Equality Action Plan and SAGE Action Plan. The Senior Consultant will contribute to the diversity and inclusion aspects of the employee experience, staff wellbeing and belonging including the annual University submission for the Workplace Gender Equality Agency (WGEA).

### Portfolio

People and Culture provides a range of strategic and operational services for the organisation and its staff including talent management, policy development, planning, learning and development, change management, organisational reviews, workplace relations, payroll and benefits and employee support services.

The People and Culture team is an integral part of the business strategy and decision-making process focusing efforts on strategic and operational programs and services supporting people and organisational objectives.

Developing partnerships based on trust and integrity People and Culture fosters excellence and engagement, working to strengthen the University's ability to recruit and retain high quality staff, and develop a culture that encourages and supports academics and professional staff to reach their full potential.

## Background

At Federation University, we are driven to make a real difference to the lives of every student, and to the communities we serve.

We are one of Australia's oldest universities, known today for our modern approach to teaching and learning. For 150 years, we have been reaching out to new communities, steadily building a generation of independent thinkers united in the knowledge that they are greater together.

Across our university and TAFE campuses in Ballarat, Berwick, Brisbane, Gippsland, and the Wimmera, we deliver world-class education and facilities. With the largest network of campuses across Victoria, as well as a growing Brisbane base, we are uniquely positioned to provide pathways from vocational education and skills training at Federation TAFE through to higher education.

To be successful at Federation University you must be willing to enthusiastically embrace the university's ambition as expressed in the 2021 - 2025 University Strategic Plan and share the University's values of:

**INCLUSION**, we celebrate our diversity, particularly valuing Aboriginal and Torres Strait Islander cultural heritage, knowledge and perspectives.

**INNOVATION**, we are agile and responsive to emerging opportunities.

**EXCELLENCE**, we act with integrity and take responsibility for achieving high standards.

**EMPOWERMENT**, we create a supportive environment to take informed risks in pursuit of success.

**COLLABORATION**, we establish genuine partnerships built on shared goals.

## Key responsibilities

1. Implement university-wide initiatives on diversity and inclusion strategies, action plans and programs with a focus on equity groups including but not limited to: gender minority cohorts, those with a disability, LGBTIQ+ community and those from culturally and linguistically diverse backgrounds.
2. Provide consultation, guidance, mentoring and coaching to line managers in support of a high-quality employee experience which is inclusive, respectful and safe for the diversity of backgrounds in our workforce.
3. Provide consultation and specialist advice to managers, staff and stakeholders on diversity and inclusion and disability employment best practice supporting initiatives to improve talent attraction and retention for staff from diverse backgrounds.
4. Collate, interpret and report on data relevant to diversity and inclusion matters, providing advice on University responses raised by government or other external regulatory bodies and developing action plans to respond to identified trends and requirements.
5. Work collaboratively with all areas across the University, committees, working groups and with external stakeholders to implement innovative training and targeted programs to lift the capability of line managers and engagement with employees.
6. Review and make recommendations on current procedures and guidelines that influence inclusion of staff, ensuring effective and efficient processes are in place to manage and evaluate diversity and inclusion practices.
7. Collaboratively undertake confidential case management of equity, diversity and inclusion staff issues to resolution in consultation with the People and Capability Partners.
8. Reflect and embed the University's strategic plan, and operational purpose, priorities, and goals.
9. Undertaking the responsibilities of the position adhering to:

- the Staff Code of Conduct, Child Safe Code of Conduct, and Conflict of Interest Policy and Procedure;
- Equal Opportunity and anti-discrimination legislation and requirements;
- the requirements for the inclusion of people with disabilities in work and study;
- Occupational Health and Safety (OH&S) legislation and requirements; and
- Public Records Office of Victoria (PROV) legislation.

### Level of supervision and responsibility

The Senior Consultant, Diversity and Inclusion reports to and works under broad direction, with a degree of autonomy, of the Manager, People Consultancy. The position is responsible for managing university-wide diversity and inclusion strategies and plans related to staff to increase the capability of leaders and increase positive cultural change and engagement.

The Senior Consultant is required to demonstrate high levels of communication, stakeholder engagement abilities, sensitive to diverse backgrounds and needs, and with confidentiality and considerable judgement.

### Position and Organisational relationships

The Senior Consultant, Diversity and Inclusion will work under broad direction, with a degree of autonomy, of the Manager, People Consultancy. Working collaboratively with the Head, Capability and Performance, the successful candidate will engage with senior stakeholders in the delivery of university-wide diversity and inclusion strategies and action plans.

### Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following key selection criteria:

#### Training and qualifications

1. Evidence of:
  - postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience in Employee Diversity and Inclusion or equivalent and extensive relevant experience; or
  - extensive experience and management expertise; or
  - an equivalent combination of relevant experience and/or education/training.

#### Experience, knowledge and attributes

2. Demonstrated experience and commitment to equity, diversity and inclusion and an understanding of current equity and diversity issues, legislation, guiding documents and familiarity with research and best-practice in equity initiatives within organisational or community context.
3. Demonstrated project management and consultancy experience in diversity and inclusion initiatives or People and Culture change programs within a university or complex organisation.
4. Demonstrated data analysis skills with a proven ability to evaluate service standards in a results orientated, data-driven and customer focused environment and implement innovative solutions.
5. Demonstrated experience with case management of staff matters and managed through to resolution.
6. Demonstrated ability to contribute to a transformational strategy, including the demonstrated ability to engage, influence and work collaboratively with diverse internal and external stakeholders to create shared plans and strategies.
7. Demonstrated written and verbal communication, interpersonal and relationship management skills.
8. Demonstrated alignment with the University's commitment to child safety.
9. Knowledge of the Gender Equality Act 2020 (Vic) will be highly regarded.

***The University reserves the right to invite applications and to make no appointment.***

*It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.*