

### Details

Area	University Services Portfolio
Team	Diversity, Equity and Inclusion
Location	Flexible, Geelong or Burwood campuses
Classification	HEW level 7
Manager Title	Manager, Gender Equity and Inclusion

### 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).

Deakin aspires to be Australia's most progressive university, with the principles of diversity, equity and inclusion underpinning our approach to education, research, employability, digital delivery, innovation, and partnerships for impact. Our vision is for an inclusive environment where we value and celebrate diversity, embrace difference and nurture a connected, safe and respectful community. We want Deakin to be a place where all staff and students feel included and respected for their unique perspectives and talents.

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

[Benefits of working at Deakin](#)

### Overview

The Senior Coordinator, Reporting and Program Delivery will coordinate and report against projects aligned to the Diversity and Inclusion Strategy, and analyse and communicate insights from research into equity cohorts at Deakin. This position will work closely with faculties and portfolios within Deakin to progress Diversity and Inclusion initiatives under the leadership of the Manager, Gender Equity and Inclusion.

Externally, the role requires engagement with community and professional partnerships to advance the Diversity and Inclusion Strategy into the community. The position will also contribute to the implementation of Deakin University's application for SAGE Athena SWAN Silver accreditation and coordinate the collation of data and information for compliance reporting under the Victorian Gender Equality Act 2020.

Reporting to the Manager, Gender Equity and Inclusion the role will:

- Identify and lead implementation of Diversity Impact Assessments.
- Organise and lead gender equity reporting to the Workplace Gender Equality Agency and Commission for Gender Equality in the Public Sector.
- Plan and oversee actions and reporting for Deakin's Gender Equality Action Plan
- Coordinate the delivery of projects, including allocated SAGE Athena Swan cygnets.
- Consult a diverse range of stakeholders to deliver on Deakin's strategic priorities related to gender equity, diversity and inclusion.
- Deliver effective and efficient reports and communications.
- Engage in process improvement activities and adopt new ideas to implement change projects to advance gender equity and inclusion at Deakin.
- Collaborate closely with the wider Diversity, Equity and Inclusion Team, People and Culture, and Faculties
- Establish and maintain strong relationships with external stakeholders such as Geelong community organisations, SAGE Athena SWAN Victorian Regional Network, Workplace Gender Equality Agency, Victorian Public Sector Gender Equality Commission
- Strive for excellence and consult regularly 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

### Accountabilities

- Distil the core issues from complex information and draw accurate conclusions and present logical arguments that address the core issues. Condense complex information and next steps into simple concise terms that others can understand.
- Draw on a diverse range of people, groups and resources to identify new ways of doing things and use knowledge of innovation principles to analyse current processes and practices.
- Establish and demonstrate a high level of learning, energy and commitment and welcome feedback from others and use this feedback to improve learning.
- Prioritise work and critical activities, evaluate progress, identify relevant solutions and select the most appropriate from the range of alternatives. Challenge existing processes by formulating creative and inclusive alternative solutions and benefits.
- Identify situations in which change is needed and understand and communicate the reasons for the change. Implement change through appropriate channels and overcome obstacles to change.
- Give balanced, constructive feedback that takes in to account individual capability and supports team performance. Ensure team members responsible for implementing work priorities have role clarity, the authority to act and feel empowered and supported to act. Implement strategies to promote positive emotional wellbeing across the team.
- Actively seek feedback from customers regarding their satisfaction with services received. Respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build new relationships with key and influential individuals both within and outside the University.

### Selection

- A Degree with at least 4 years subsequent relevant experience; or
- Extensive experience and management expertise in technical or administrative fields; or
- An equivalent combination of relevant experience and/or education/training.

### Capabilities

- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Others** establishes effective relationships to achieve shared goals.
- **Delivers Outcomes** creates clarity through governance, makes decisions that result in quality outcomes.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Communicates** engages others through persuasive and influential communication.

### Special Requirements

- This position requires the incumbent to hold a current Working with Children Check

**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.