

Details

Area	University Services Portfolio
Team	Diversity, Equity and Inclusion
Location	Flexible, all campuses
Classification	HEW level 6
Manager Title	Manager, Student Equity

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 Equity Partnerships Support Officer provides high-level administrative and program support to the Deakin Engagement and Access Program (DEAP) team, as well as advice and support to the Manager, Student Equity. The position is responsible for the effective implementation of administrative processes and systems for DEAP activities, including supporting Deakin's delivery of In2science.

This position coordinates all internal and external communications for the DEAP team, including volunteer management of the FutureME program. The position also assists in the development and implementation of the Diversity, Equity and Inclusion Communications and Engagement plan, activities and associated functions.

Reporting to the Manager, Student Equity the role will:

- Provide a range of administrative services for DEAP activities
- Prepare and review a range of written documentation, reports and visual presentations to internal and external audiences/ stakeholders
- Drive regular internal and external communications, including document preparation and relevant reporting and various programs and projects, such as the Student Equity Strategy.
- Administer several digital programs including internal SharePoint and Teams sites and rostering software.
- Collaborate closely with other team members in the Diversity, Equity and Inclusion division, Faculties, and Divisions across the university
- Establish and maintain strong relationships with local partners, University Alumni and representatives of other relevant organisations, both within and outside the University community, DEAP partner schools.
- Engage in process improvement activities and adopt new ideas to support the success of the DEAP
- Strive for excellence and establish short to mid-term operational plans to meet Deakin's strategic priorities

Accountabilities

- Prioritise work and critical activities, evaluate progress, recognise barriers to achieving outcomes and find effective ways to deal with them.
- Proactively identify opportunities for improvement and take action and actively seek feedback from colleagues and stakeholders on things that are working well and areas for improvement.
- Act as a coach, work with team members to facilitate growth and development and proactively offer support, help and advice to others within and across teams.
- Build rapport with people outside of immediate team in ways that are respectful and inclusive of others and demonstrate an understanding of how all the different areas of the University interrelate and how own area fits in
- Modify behaviour based on self-awareness and feedback to improve personal impact. Focus on personal emotional wellbeing. Adapt well to change and displays a positive outlook in stressful situations.
- Actively seek information to better understand the customer's perspective, follow through and deliver on promises, respond to feedback with openness and transparency and seek to identify ways to better service the customer.
- Build productive relationships with a diverse range of potential students or stakeholders and communicate with confidence using examples to increase understanding and support.

Selection

- A Degree with subsequent relevant experience; or
- Extensive experience and specialist knowledge or broad knowledge in technical or administrative fields
- An equivalent combination of relevant experience and/or education/training.
- Experience in administration and related activities in a large organisation with complex administrative structures, policies and procedures.
- Experience in in project support/management and analysing data and information and developing, enhancing and implementing administrative processes and procedures

Capabilities

- **Growth Mindset** open to learning and new experiences, invests in development.
- **Communicates** engages others through persuasive and influential communication.
- **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
- **Engages Other** establishes effective relationships to achieve shared goals.
- **Plans work** plans the delivery of work while balancing priorities and resources.
- **Improves Work** proactively improves the efficiency and quality of processes and systems.

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

Position Description

Equity Partnerships Support Officer



point in time. Please note, responsibilities may evolve in accordance with organisational needs.