

# Position description

<b>Position title:</b>	<b>Equity and Diversity Coordinator</b>
<b>School/Section/VCO:</b>	<b>Equity and Diversity</b>
<b>Campus:</b>	<b>Berwick or Gippsland campus. Travel between campuses will be required</b>
<b>Classification:</b>	<b>Within the HEW Level 7 range</b>
<b>Employment mode:</b>	<b>Continuing appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full time</b>
<b>Recruitment number:</b>	<b>849395</b>
<b>Further information from:</b>	<b>Ms Heather Marsh, Manager, Equity and Diversity</b> <b>Telephone: (03) 5327 6461</b> <b>E-mail: <a href="mailto:h.marsh@federation.edu.au">h.marsh@federation.edu.au</a></b>
<b>Position description approved by:</b>	<b>Mr Darren Holland, Deputy Vice Chancellor, Student and Support Services</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: HR Business Partner

Original Issue: 01/11/2009  
Current Version: 01/06/2015

## Position summary

The Equity and Diversity Coordinator is responsible for coordinating and driving the implementation of key equity and diversity strategies including but not limited to the Social Inclusion Plan and Fed Pride Strategy and the development and delivery of associated training programs to staff and students, and the revision and implementation of the Disability Action Plan and Gender Equity Strategy.

The Equity and Diversity Coordinator will also provide specialist advice to students and staff regarding the provision of contemporary equity best practice, reasonable adjustments and action responses to disclosures and reports of discrimination and harassment.

Travel between all campuses will be required.

## Key responsibilities

1. Coordinate the development and implementation of key equity and diversity strategies across the University including the Social Inclusion Plan, FedPride strategy, and the Disability Action Plan. Contributing to the creation of other strategies such as a Gender Equity Strategy and Cultural Diversity Plan and the Reconciliation Action Plan.
2. Develop and implement 'Equity and Diversity', 'Respectful Relationships' and other associated training programs delivering the training, predominately face to face, to staff and students.
3. Receive and record student and staff complaints and providing specialist advice by explaining and providing appropriate solutions, supports and risk mitigation strategies as set out in the Equal Opportunity and Valuing Diversity Policy and Discriminatory and Sexual Harassment Complaint Procedure. Evaluate and refer more complex and high-risk complaints/matters to the Safer Campuses community.
4. Coordinate wrap-around support for student complaints/matters working in close collaboration with Deans and University student support services.
5. Provide expert 'best practice' advice to supervisors/managers and staff on equity and diversity practices in workplace and learning environments including regard for reasonable adjustment, inclusive language and cultural competency for equity groups such as LGBTIQ+, people from diverse backgrounds, low SES, carers and Aboriginal and Torres Strait Islander peoples.
6. Review and manage the complaints register, maintaining secure and accurate records of complainant cases, detailing the nature of the complaint, providing advice and support and recording actions taken.
7. Work collaboratively with colleagues at all levels across the University by providing expert advice and guidance on projects or initiatives relating to equity improvements such as changes to systems, facilities or processes.
8. Develop and manage relationships with students, supervisor/managers and staff and providing specialised expertise and support relating to University equity and diversity policies, procedures and processes including compliance with related legislative requirements.
9. Reflect and embed the University's Principles, Objectives and Strategic Priorities when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
10. Undertake the responsibilities of the position adhering to:
  - 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 Equity and Diversity Coordinator reports to and works under the broad direction of the Manager, Equity and Diversity and is responsible for responding and providing advice and/or referral to complaints of discrimination and other equity and diversity related complaints across the University.

The Equity and Diversity Coordinator is also required to work independently and within team situations and will need to make judgements and decisions through the interpretation of legislation, policies and contemporary equity practices, these decisions can have an impact across the University.

The Equity and Diversity Coordinator will work collaboratively with the Manager, Equity and Diversity in seeking advice to resolve or refer more complex or high-risk cases maintaining privacy/confidentiality of complainants and respondents at all times.

The Equity and Diversity Coordinator is required to work self-directed in dealing with complaints/matters and providing advice as well as working collaboratively with other stakeholders on projects and in delivering on action plans.

The Equity and Diversity Coordinator will demonstrate high levels of integrity, discretion, confidentiality and ethical standards adhering to legislative and Federation University policies and procedures.

## Training and qualifications

A relevant degree with at least four years subsequent relevant experience; or extensive experience and management expertise in administrative fields; or an equivalent combination of relevant experience and/or education /training.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card. (If you do not currently hold a WWC card further information and how to apply can be obtained from [www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/).)

## Position/Organisational relationships

The Equity and Diversity Coordinator reports to and works under the broad direction of the Manager, Equity and Diversity and offers guidance, expert advice and referral services to both students and staff across the University.

Working closely and collaboratively with the Human Resources (HR) Diversity and Inclusion Partner, the Aboriginal Education Centre and the Equity and Diversity Coordinator, Mt Helen Campus the Equity and Diversity Coordinator will provide specialist advice and guidance on Equity and diversity policies, procedures and legislation.

The Equity and Diversity Coordinator will also work in collaboration with other areas of the University including the Disability and Learning Access Unit, Residential Support Officers, Student Advisory, Student Counselling, HR and Security.

## 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:

1. A relevant degree with at least four years subsequent relevant experience; or extensive experience and management expertise in administrative fields; or an equivalent combination of relevant experience and/or education /training.

A valid Working with Children Check (WWC) Assessment Notice and/or WWC Card. (If you do not currently hold a WWC card, further information and how to apply can be obtained from [www.justice.vic.gov.au/workingwithchildren/](http://www.justice.vic.gov.au/workingwithchildren/))

2. Demonstrated knowledge and experience of equity and diversity in an employment and education setting including legislative and 'best practice' requirements.
3. Demonstrated experience delivering training and public speaking, demonstrating a high degree of professionalism in presentation, engaging different audiences, preparation of high quality presentation materials and influencing change.
4. Demonstrated ability managing a broad range of complex, sensitive equity and diversity complaints and experiences, providing advice and/or referral, following up to resolution and maintaining a complaints register.
5. Demonstrated interpersonal skills and demonstrated ability to skillfully and appropriately consult and collaborate with colleagues at various levels from a variety of work areas.
6. A demonstrated ability to maintain confidentiality and privacy when dealing with sensitivities and differences within complex or difficult experiences and responding appropriately to risk.
7. Demonstrated attention to detail and accuracy in maintaining documentation and records.
8. Demonstrated working knowledge and application of the Child Safety Standards.
9. Demonstrated knowledge and application of appropriate behaviors when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.