Position Description
Coordinator, Student Equity Evaluation

Details

Area	University Services Portfolio
Team	Diversity, Equity, and Inclusion
Employment	Fixed-Term (2-year contract)
Location	Flexible, all campuses
Classification	HEW level 7
Reports to	Senior Manager, Equity, Governance and Strategy

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 Coordinator, Student Equity Evaluation will work across multiple projects in student equity to oversee and embed evaluation in the design, planning, implementation, and reporting stages. The position will lead and coordinate both the internal and external reporting requirements to comply with the Department of Education, Skills and Employment's Student Equity in Higher Education Evaluation Framework (SEHEEF), as well as ongoing practice improvement and use of insights for future iterations of existing programs and new initiatives.

This position will work closely with faculties and portfolios within Deakin to progress student equity initiatives. This position is funded under the Federal Government's Higher Education Participation and Partnerships Program (HEPPP).

Reporting to the Senior Manager, Equity, Governance and Strategy the Coordinator, Student Equity Evaluation will:

· Identify and lead the evaluation, reporting and capacity building university's student equity projects and programs, to comply with the Department of Education, Skills and Employment's Student Equity in Higher Education Evaluation Framework.
· Draw on a diverse range of people, groups and resources to identify new or improved opportunities, processes and ways of working relating to student equity
· Act as a coach and work with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance
· Establish and maintain strong relationships with key stakeholders including the Executive Director, Diversity, Equity and Inclusion, Academic Governance and Standards, and HEPPP Project Sponsors and Leads
· Liaise frequently with external stakeholders including Geelong community organisations, Australian Network on Disability, Equity Practitioners Higher Education Australia (EPHEA), Department of Education, Skills and Employment, National Centre for Student Equity in Higher Education (NCSEHE).

Accountabilities

· Ensure people responsible for implementing work priorities have role clarity, the authority to act and feel empowered and supported. Act as a coach and work with team members to facilitate growth and development by giving balanced, constructive feedback considering individual capability and team performance. Implement strategies to promote positive emotional wellbeing across the team and regularly reflect on own behaviour.

· Plan and oversee projects to deliver sustainable outcomes and value within constraints of time, cost and quality. Understand and integrate perspectives held within different areas of the University and put plans in place to build collaboration, mutually beneficial ethical alliances and develop common goals

· Bring a strong customer mindset. Strive for excellence and consult regularly with stakeholders 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. Respond to feedback from stakeholders regarding their satisfaction and perspective with services received with openness and transparency.

· Provide ethical advice to stakeholders that address underlying issues, promoting value-adding insights and recommendations. Develop and implement practical, accessible solutions based on stakeholder needs and a customer first mindset.

· Challenge existing processes by formulating creative and inclusive alternative solutions and benefits. Promote solutions to modernise work practices and ensure alignment with Deakin's strategic direction.

· Plan and prioritises work and critical activities appropriately and recognise barriers to achieving outcomes, finds effective ways to deal with them and evaluate progress. Seek to continuously improve and apply critical learnings from projects and initiatives across the University.

· Build new and productive relationships with a diverse range of stakeholders or key and influential individuals.

· Establish and demonstrate a high level of learning, energy and commitment. Maintain personal integrity and make decisions consistent with university values.

Selection

· A Degree with at least 4 years subsequent relevant experience in evaluation or applied social sciences (such as economics, statistics, or psychology); or

· Extensive experience and management expertise in technical or administrative fields; or

· An equivalent combination of relevant experience and/or education/training

· Experience in designing and implementing quantitative and qualitative methods for evaluation, including experience developing evaluation frameworks, theories of change, program logic models and surveys

· Strong statistical skills, attention to detail and experience presenting data with a high degree of accuracy and completeness

· Experience with a range of statistical techniques using relevant statistical packages (e.g. Stata, R, SPSS)

· Well-developed written and oral communication skills, including experience writing reports and communicating technical information

· Ability to work effectively and collegially both within a team and with minimal supervision

Capabilities

· **Communicates** engages others through persuasive and influential communication.
· **Plans work** plans the delivery of work while balancing priorities and resources.
· **Collaborates** cultivates collaboration across Deakin, strives for shared outcomes, builds partnerships.
· **Engages Other** 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.

Special Requirements

· Working with Children Check (refer to Recruitment Procedure)

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.