*Faculty / Division: Division of Human Resources*

*School / Unit: Workplace Diversity*

*Position Level: Level 8*

*Position Number: TBA*

*Position Title: Equity, Diversity and Inclusion Specialist – Athena SWAN*

*Date Written: 20 April 2018*

## ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia’s global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as ‘research intensive’ or ‘teaching intensive’. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

## Values in Action: Our UNSW Behaviours

UNSW recognises the role of employees in driving a high-performance culture. The behavioural expectations for UNSW are below.

Please refer to the UNSW Behavioural Indicators for the expectations of your career level (level 8).


## OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

The Equity, Diversity and Inclusion (EDI) Specialist – Athena SWAN role sits in Workplace Diversity in the Division of Human Resources. Workplace Diversity supports UNSW’s goal to be an international exemplar in equity, diversity and inclusion by supporting the organisation to achieve the 2025 Strategy gender equity targets and ensuring an inclusive and welcoming environment for all staff.

The Equity, Diversity and Inclusion Specialist will support the implementation of UNSW’s Athena SWAN Action Plan which aims to address the underrepresentation of women in the science, technology, engineering, maths and medicine (STEMM) disciplines. The role involves working with the Head of Workplace Diversity, the Athena SWAN Academic Project Leader, the self-assessment team and the Division of Inclusion and Diversity.

The role of Equity, Diversity and Inclusion Specialist – Athena SWAN reports to the Head of Workplace Diversity and has no direct reports.

## RESPONSIBILITIES

Specific responsibilities for this role include:

* Work with the SAGE Athena SWAN Academic Project Leader, self-assessment team members, Workplace Diversity and relevant academic and professional staff stakeholders to implement UNSW’s Athena SWAN Action Plan;
* Drive the completion of Action Plan items across a wide range of areas including recruitment, promotion, workplace culture, training and development. This will involve undertaking some tasks as well as consultation and collaboration with a range of stakeholders including Faculty and Divisional staff;
* Develop an implementation project plan and provide regular progress reports to track Action Plan completion;
* Facilitate collection and undertake analysis of necessary data in relation to the Action Plan and for preparation of reports;
* Organise and attend meetings of UNSW’s Athena SWAN Self-Assessment Team including minute taking and follow up on actions arising from the meetings;
* Attend SAGE Athena SWAN workshops and regional networking meetings, and where appropriate, act on behalf of the Athena SWAN Academic Project Leader.
* Develop and implement a communications plan to inform staff and students of actions and initiatives arising from the Athena SWAN Action Plan and progress against the Plan.
* Prepare briefing papers that are well researched and where relevant, demonstrate benchmarking and evidence-based recommendations for the Academic Project Leader, DVC Inclusion and Diversity and UNSW’s EDI Board;
* Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

## SELECTION CRITERIA

* Tertiary degree or equivalent in a relevant discipline with subsequent relevant experience, or an equivalent level of knowledge gained through any other combination of relevant education, training;
* and/or experience Proven high level knowledge and experience in project management and delivery of required outcomes in accordance with specified time-lines.
* Sound knowledge regarding gender equity issues with previous experience in developing and running initiatives around creating awareness and opportunities for specific underrepresented cohorts.
* Advanced data analysis skills and proficiency in Excel and experience with Microsoft Office applications;
* Demonstrated capacity to collaborate with well-developed interpersonal skills, including an ability to negotiate outcomes and a demonstrated ability to work positively and respectively with people from a diversity of backgrounds, both from within and outside the university community;
* Well-developed communication skills to deliver information to a broad range of stakeholders at all levels and with key external stakeholders.
* Excellent interpersonal skills, including an ability to negotiate outcomes and a demonstrated ability to work positively and respectively with people from a diversity of backgrounds, both from within and outside the university community Demonstrated ability to anticipate and resolve problems; be proactive and initiate action to deal with issues when they arise.
* High-level organisational skills and demonstrated ability to prioritise own workload to ensure timely delivery of projects;
* Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

*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.*