

Discrimination, Diversity & Inclusion Manager

Student Services & Wellbeing

Administrative Division



**the university
for the real world**

About QUT

QUT is a major Australian university with a global outlook and a 'real world' focus. We are one of the nation's fastest growing research universities and our courses are in high demand.

We are an ambitious and collaborative institution that seeks to equip our students and graduates with the skills they will need in an increasingly disrupted and challenged world. We are transforming the student experience we offer our 50,000 students and we place a premium on the international and national accreditation of our various professional degrees.

Our internationally award-winning Science and Engineering Centre is home to The Cube, acknowledged as one of the world's largest digital interactive learning and display spaces. QUT established the world's first Creative Industries Faculty, and we invest heavily in collaborative learning and interdisciplinary research environments, including the \$95M Education Precinct.

Further information about QUT can be obtained from the website at www.qut.edu.au.

Our Vision

QUT's [Blueprint 6](#) is our institutional strategic plan. The Blueprint formalises QUT's ambitions and declares our strong sense of purpose which is to provide transformative education and research relevant to our communities. It provides a framework and strategies to enable QUT to realise our vision to be the university for the real world and identifies the following priorities:

- support aspiration and inclusion
- encourage creativity and entrepreneurship
- embrace digital transformation and technology
- embed principles of health and wellbeing
- support Indigenous Australian engagement, success and empowerment
- enable professional engagement and ethical leadership and,
- focus on the environment and sustainability

Aligned to and supporting our vision are the QUT Values. These Values highlight what makes QUT distinct and successful. Providing a compass for our decisions, actions and behaviours and strengthening our community.

QUT Values

- Ambition
- Curiosity
- Innovation
- Integrity
- Inclusiveness

About the Administrative Division

The Division plays an integral role in assisting the University to achieve its teaching, research and service goals in two important ways: firstly by providing management and support services in relation to students and staff through a range of operations; and secondly through its role as the custodian of the University's legislative obligations and standards, governance and policy.

About Student Services and Wellbeing

The Student Services and Wellbeing portfolio leads the university-wide strategy and coordination of all non-academic matters related to the student experience. The portfolio of Student Services and Wellbeing delivers a range of services across the student life cycle, as well as providing advice and leadership to the university on a broad range of student and staff matters, including social justice and public policy.

Student Services and Wellbeing consists of the following departments: Student Administration, HiQ, Equity, Student Services and Health, Safety & Environment (HSE). The portfolio also has strong links to and works closely with QUT's Oodgeroo Unit and Human Resources.

Student Services and Wellbeing aspires to be a collaborative, distinctive and innovative department that makes a real and positive difference to students, from pre-tertiary to graduation and beyond. The portfolio is focused on delivering services to support the university's commitment to an exceptional student experience, leading to positive outcomes in success, retention and completion. This includes developing a campus culture which is inclusive, safe, and respectful for all students and staff.

About the Position

The Discrimination, Diversity and Inclusion Manager position focuses on discrimination-related grievance resolution, equity related training and policy, gender equity and other diversity and inclusion initiatives for students and staff. The position provides leadership and direction in the development, implementation and monitoring of policies and programs to ensure an equitable and inclusive culture.

The position requires a comprehensive knowledge and understanding of social justice issues affecting staff and students in the tertiary sector, including relevant legislation and best practice.

All staff within the Discrimination, Diversity and Inclusion team are expected to deliver programs and activities in accordance with cultural inclusion principles by applying an intersectional approach in fostering gender equity.

This position reports to the Director, Equity for supervision, workload management and for Performance Planning and Review (PPR).

Key responsibilities include:

- Provide leadership and subject matter expertise across all aspects of workplace equity, discrimination, complaints, diversity and inclusion.
- Provide a consultancy role to staff, students and managers on equity, and discrimination-related matters in employment and education.
- Manage the resolution of equity-based grievances from students and staff, and assist in the case management of complex matters, in collaboration with relevant stakeholders (e.g. HR).
- Undertake and oversee conciliation, investigation and record-keeping functions related to equity-related grievances.
- Contribute to the design and delivery of the student and staff training and awareness-raising program, including developing and delivering workshops and seminars.
- Manage equity projects and improve standards, governance and dashboards that support successful project outcomes.
- Support existing programs such as Women in Leadership and Women in STEMM, and lead the design and delivery

of emerging diversity and inclusion staff training programs.

- Prepare reports, policy papers and submissions involving research, data collection/analysis and policy, for internal bodies such as the University Equity Committee and associated working parties; other University committees; and external organisations including Workplace Gender Equity Agency (WGEA) compliance.
- Liaise with diversity and inclusion programs/officers in student-focussed departments on matters of common interest and collaborate on university-wide strategies as appropriate.
- Represent the Director, Equity at internal and external committee meetings, prepare reports and correspondence, and perform other duties as directed.
- Compliance with health and safety policies, procedures, hazard reporting and safe work practices.

To ensure job flexibility the successful appointee may be required to:

- perform any other duties as nominated by the University consistent with the relevant classification descriptors detailed in the Enterprise Agreement. Staff undertaking any new duties will receive training;
- participate in job rotation or multiskilling in consultation with their supervisor;
- work across campuses

Type of appointment

This appointment will be offered on an ongoing, full-time basis.

Location

Kelvin Grove campus.

Selection Criteria

1. Education, training and/or experience equivalent to a postgraduate degree with extensive relevant experience in developing, implementing and evaluating effective workplace diversity and inclusion strategies, policies and programs within a large and complex organisation.
2. Strong demonstrated commitment to equity, diversity, ethics and inclusion values and behaviours and a demonstrated high level of achievement in relation to cultural change and implementation of

outcomes.

3. Demonstrated subject matter expertise across gender equity, diversity and inclusion, including a comprehensive knowledge and understanding of relevant policy, legislation, and current issues related to employment and education in higher education.
4. Demonstrated ability to manage the investigation and resolution of grievances, involving both internal processes and the procedures of external commissions/tribunals.
5. Excellent written and verbal communication skills including the ability to devise engaging presentations, and write concise reports, to facilitate positive organisational change.
6. Demonstrated experience in project management, including the ability to maintain effective collaboration with stakeholders, monitor performance, identify risks and opportunities, and ensure project objectives are met.
7. Demonstrated self-management skills and ability to lead and manage the development and performance of a team.

Remuneration and Benefits

The classification for this position is Higher Education Worker Level 10 (HEW10) which has an annual remuneration range of \$143,375 to \$160,362 pa. Which is inclusive of an annual salary range of \$122,188 to \$136,664 pa and 17% superannuation.

In July 2020 QUT staff voted in favour of a variation to its Enterprise Agreements. The variations were approved by the Fair Work Commission in August 2020.

The variation impacts leave loading (for new staff no loading will be paid or accrued during the period the variation is in effect), salary increases (the salary increase which was due to occur in the first full pay period of December 2020 has been deferred until the first full pay period of December 2021) and superannuation (superannuation will be paid to staff as though the salary increase which would have been paid in December 2020 has taken effect and, subject to the rules of the superannuation fund, a defined benefit member will continue to make contributions in alignment with the contributions made by the University). A link to the variation is [here](#).

Beyond personal and professional fulfilment, a career at QUT brings a broad range of tangible benefits. With competitive remuneration

including superannuation, the University offers real and generous benefits.

QUT is a high quality and flexible organisation that is proud of its excellent employment conditions which include but are not limited to:

- Reduced working year scheme
- Parental leave provisions
- Study support encompassing leave and financial assistance
- Comprehensive professional development
- Salary Packaging

Further benefits can be found at the [Working at QUT](#) page.

Information for applicants

The position is Open to ongoing staff whose substantive position is redundant or a staff member whose substantive position is in a job family to be reduced in size or any ongoing, fixed-term, casual or sessional staff member including those employed on or after 23 April 2020. Indigenous Australians who have not been employed by QUT previously are also eligible and are encouraged to apply.

If there are applications from phase 1 eligible staff, these will be assessed by the selection panel. In the event that there are no suitable candidates from phase 1, applications from phase 2 candidates will be provided to the Selection Panel.

For further information about the position, please contact Adam Williams, Executive Director, Student Services and Wellbeing, on (07) 3138 4894 or a71.williams@qut.edu.au; or for further information about working at QUT contact Human Resources on (07) 3138 4104.

Candidates who are interested in the position are encouraged to apply even though they may feel they are not strong on individual selection criteria.

In assessing merit, the panel will take into consideration "performance or achievement relative to opportunity". We recognise that many staff today have a range of personal circumstances, and career histories that challenge traditional ideas of a staff member. This may mean, for example, prioritising the quality of achievement rather than the quantity, as considerations of part-time employment, career interruptions and significant periods of leave are taken into

account when assessing performance or achievement.

How to Apply

For further information and to apply, please visit www.qut.edu.au/jobs for reference number **21098**.

When applying for this position we encourage you to provide a current CV/Resume and a written response (maximum of half page per criteria) outlining how you meet the selection criteria providing specific examples and outcomes of your achievements.

Applications close 4 February 2021