

<b>Position Title</b>	Equity & Inclusion Project Leader
<b>Portfolio</b>	CEO
<b>Division</b>	CEO
<b>Cost Centre</b>	People & Culture - 04300
<b>Classification</b>	Specialist Staff 7
<b>Position Number/s</b>	102720
<b>Reporting to</b>	Manager – People & Culture
<b>Supervises</b>	NIL

## Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity and Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect and Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

## Division Overview

The strategic purpose of the People and Organisational Development portfolio is to provide direct support and guidance for our staff to assist in achieving a greater level of sustainability through growth, quality and excellence. We support all staff through People and Culture as a central focus across all departments. A primary focus includes the identification of resources, compliance and support needs to meet the strategic and operational requirements of our workforce. This is achieved through capability building, professional development, academic governance and data analysis to measure these efficiencies.

## Position Overview (Your Opportunity)

South West TAFE (SWTAFE) is committed to being an equal opportunity employer; fostering a fair, safe and inclusive environment, and embracing all forms of diversity. In addition to creating a positive culture and welcoming environment for all staff and students, SWTAFE appreciates that gender equality, diversity and inclusion make good business sense.

With the introduction of the Gender Equality Act (2020) and the legislated requirement for organisations to actively promote gender equality, a need has evolved for a role focused on the embedding and implementation of Gender Impact Assessments (GIAs) across the organisation. This new role is to focus on expertise in advising on broader initiatives within Gender Equality beyond Gender Impact Assessments as advisory that may include broader project management coordination.

GIAs are required when developing or reviewing any policy, program or service which has a direct and significant impact on the public. They are a way of thinking about how policies, programs and services will meet the different needs of women, men and gender diverse people. The aim of gender impact assessments is to aid organisational decision-making to create better and fairer outcomes and ensure all people have equal access to opportunities and resources.

SWTAFE is also broadening our scope of analysis of policies, programs and services to ensure that along with gender a gender lens, the other social categorisations which can be discriminated against, including ability,

aboriginality, age, cultural background, sexual orientation and religion are considered and focussed upon, within a universal design framework.

Companion strategic projects relating to increase in diversity, access and inclusivity that may extend beyond Gender Impact Assessments will also be managed.

This role will operate with minimal supervision and work across all areas of the organisation to build understanding of universal design and GIAs. You will be managing and will be responsible for:

- leading and developing a clear framework (policy and framework documents) and support mechanisms (e.g. process oversight and audit/compliance checks) to guide this work;
- leading the capability building within departments to conduct the appropriate analysis;
- ensuring the principles of equality, diversity and inclusion are incorporated into decision-making and the development of relevant policies, programs and services; and embedded into business as usual; and
- other access and inclusivity project support for our people, gender equality and strategic diversity initiatives.

### Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

#### **Your Position**

- Develop policy, procedure and framework documents to guide multiple-lens analysis of policies, programs and services and implement effectively.
- Working with relevant stakeholders define 'direct' and 'significant' and other relevant terms (e.g. policy, program and service) within the SWTAFE context to accurately guide the undertaking of analysis and ensure the appropriate level of resources and input.
- Provide timely advice, support and consultancy to executives, managers and employees in all aspects of conducting multiple-lens analysis across relevant policies, programs and services, including identifying priorities.
- Maintain a comprehensive knowledge of Institute policies/procedures, legislation and contemporary methods of implementing equity and diversity principles within organisations to ensure the development and maintenance of best practice principles.
- Research and develop an easy-to-use analysis template for SWTAFE that combines universal design principles and components from Gender Equality Commission's GIA resources and ensure training conducted.
- Develop and conduct training on GIAs and Universal design to upskill workforce to undertake analysis effectively.
- During the learning phase, provide a facilitation role in the undertaking of GIAs, as required, to guide the quality and effectiveness of the analysis process.
- Collect feedback from working parties conducting GIAs to determine where further clarification and support is needed by the business.
- Identify additional relevant data sources and set-up useful internal reports when undertaking the desktop research component of 'understanding your context' and template questions to aid obtaining focus group feedback.
- Expand, adapt and continue to develop and update the GIA page on ECHO (intranet) to ensure resources are current and available and ensure communications detailing developments in this space are regular and relevant.
- Design and implement process support mechanisms – e.g. approval/monitoring process for GIAs, filing and audit/compliance process, collection of training needs, establishing (map process) for touch point to project office.
- Contribute and provide support with the governance process to ensure legislative requirements are being met.
- Provide leadership and expert advice across SWTAFE in the position's accountabilities, including facilitation and support for the Inclusion and Diversity Working Group.
- Work collaboratively with cross-functional experts, including but not limited to, People and Culture including the Diversity, Equity and Inclusion Advisor where there are aligned objectives to ensure cross-divisional cohesion, TAFE network leaders and Managers, department of Education and broader Equity community of practice members.

## **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## **Key Selection Criteria (Key to Success)**

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Successful candidate will demonstrate the best combination of the following characteristics:

- Extensive relevant work experience in a project and facilitation environment, with demonstrated capacity to be able to undertake a comprehensive range of legislative and policy advice.
- Highly developed interpersonal skills, including the ability to establish trust and build strong relationships, in order to provide a high level of general and tailored support and advice to the organisation.
- Demonstrated knowledge, practical experience, research capability and interpretative capacity to advise and support the organisation on the multiple-lens framework.
- Demonstrated ability to articulate complex issues, including well developed analytical and problem-solving skills, including the ability to work with a variety of stakeholders.
- A proactive and level-headed approach with proven project and time management ability to meet deadlines, and achieve goals.
- Demonstrated and extensive experience in developing dashboards, self-service tools and reports.
- Demonstrated experience in presenting and communicating with a variety of audiences.
- Knowledge of the Vocational Education and Training system.
- Ability to manage a range of strategic projects relating to People, Human Resources, change management.

## **Qualifications and Requirements**

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### *Mandatory requirements*

- Relevant Degree and relevant post graduate qualification and experience, or a combination of lesser formal qualifications combined with substantial experience and specialist expertise or broad knowledge in Gender Diversity, Human Resource Project Management, Access and Equity
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license

### *Highly desirable requirements*

- Experience working in an education environment
- Previous experience in Gender Equality and Policy Frameworks
- Proven project management skills

## **Additional Information**

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- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position.
- Any member of SWTAFE may be required to work at any site dependent upon business needs

## Position Description

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	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		