

Position Description



holmesglen



Manager Diversity & Equity

Portfolio/Faculty	People, Global Relations and Industry Engagement
Department/Workgroup	People Experience
Position No.	XXXXX
Reports to:	Associate Director, People
Classification	PACCT Worker Level 8 (PW 8)
Direct reports:	N/A
Date:	January 2025

Portfolio/Faculty Overview

The People, Global Relations and Industry Engagement portfolio comprises of the Centre for Energy and Infrastructure, Global Relations and Commercial Partnerships, International Student Programs, Industry Engagement, and People Experience. The portfolio plays a key role in the Institute's operations working with stakeholders across the Institute and in the global and domestic vocational education sector.

Department/Workgroup

The People Experience department supports the Institute to achieve its strategic objectives by maximising the capacity and capability of our people. The department plays a vital role in identifying and overcoming relevant internal and external challenges to help build and maintain a sustainable, resilient and capable workforce. The team facilitates and supports all core areas of HR, including strategic planning, cultural advice and initiatives, capability enhancement, occupational health and safety, workforce planning, talent acquisition, recognition and engagement, performance management, and workforce relations.

We strive for professional excellence and integrity in the provision of contemporary human resource services to staff, the Institute in its entirety and the community we serve. Our team includes specialist practitioners in talent acquisition, Human Resource Management, capability enhancement, organizational development, diversity & equity, workplace relations, Health, Safety & Wellbeing, and employee entitlements and advice.

About the Role

The Manager Diversity & Equity will provide authoritative advice, expertise and leadership to develop, consult on and implement Holmesglen's Diversity and Equity initiatives and plans. This role will advise managers and staff on strategies and best practices to promote and foster diversity and establish an equitable and welcoming work environment.

The role will work with the Institute's Executive, managers, People Experience colleagues, and staff, along with key external stakeholders, to negotiate, consult and advise on matters of culture, diversity, inclusion, equity, and gender equality. The position holder will also review and analyse progress, providing reports, briefs and documentation on culture, diversity, equity and gender equality to key stakeholders.

Key Accountabilities

- 1 Create an overarching Diversity & Equity Strategy for the Institute, including oversight of the Gender Equality Action Plan (GEAP), implementation of the Reconciliation Action Plan (RAP), and development of a Disability Action Plan.
- 2 Champion Diversity and Equity initiatives and plans, including Holmesglens Pride Network, and actively participate in Respect and Equality in TAFE initiatives.
- 3 Ensure the effective delivery and evaluation of initiatives and identify resource needs to ensure goals are achieved within budget and deadlines.
- 4 Work collaboratively with the broader People Experience function to assist in the development of Institute wide people initiatives and processes.
- 5 With key stakeholders implement and report on the GEAP and lead the implementation and maintenance of operational processes, guidelines and procedures captured in the GEAP.
- 6 Provide guidance and support to stakeholders on the completion of Institute Workplace Gender Audits and other reporting as required by the Gender Equality Commission
- 7 Provide clear and transparent reports, briefs and relevant documentation on Diversity and Equity initiatives and progress to key stakeholders.
- 8 Contribute to the Holmesglen Employee Engagement Strategy by:
 - conducting the annual Victorian Public Sector Commission People Matter survey
 - developing Pulse and other employee surveys (inc. focus groups)
 - interpreting People Matter and pulse survey results to inform the development of the Institute's People strategy and key action plans to address findings.
- 9 Contribute to capability development initiatives:
 - review programs to identify and rectify identified omissions from a diversity and equity perspective
 - develop and review mandatory modules for the Learning Management System relevant to diversity and equity and gender equality.
- 10 Work with key external contacts including the Commission for Gender Equality and the Office of TAFE Coordination & Delivery, as well as specialist service providers, third party suppliers and a range of educational, industry and government agencies necessary, to meet the requirement of the position.
- 11 Comply with the requirements of Holmesglen policies, procedures and processes, applicable legislation and relevant regulatory and government authorities.
- 12 Support the Institute's Strategic Plan and Vision and work to ensure that all activities align to the Institute's commitment to quality.
- 13 Act in accordance with Holmesglen safety policies and procedures, including Child Safety Standards, to ensure that departmental work areas and operations comply with relevant Occupational Health and Safety legislation.

Key Selection Criteria

- 1 Experience developing and delivering Organisation Development programs to support People Strategy Goals, with a focus on Diversity and Equity.
- 2 Experience working in a complex organisation collaborating on projects, initiatives, strategy and process improvement.
- 3 In depth knowledge and understanding of diversity and equity principles, legislation and best practices, in particular the Gender Equality Act (2020) and its requirements.
- 4 Highly developed collaboration, consulting and communications skills, with the ability to engage with diverse internal and external stakeholders to foster a shared commitment to diversity and equity.
- 5 Demonstrated analytical and problem-solving skills and a proven ability to use data to identify and advise on trends, patterns, issues and opportunities that impact capability, performance and culture.

- 6 Developed organisational and time management skills, with the ability to think creatively and innovatively to drive progress while ensuring deadlines and goals are met.

Qualifications

Mandatory

- Relevant degree or post graduate qualification and experience in Organisation Development, Learning and Development or Strategic Human Resources.

Desirable

- Membership of the Australian Human Resources Institute or other relevant professional association would be well regarded.

Knowledge

- Strong understanding of:
 - employee engagement and experience, workplace culture, change management and team development models
 - survey tools and the analysis of data to produce meaningful reports.
- Familiarity with the Victorian TAFE system and the national Vocational Education and Training (VET) and Higher Education sector will be highly regarded.

Skills and Experience

- Demonstrated experience in:
 - design and delivery of organisation development strategy and projects which could include diversity and equity, organisational culture, employee engagement, capability development programs, team development and change management
 - project and or program management and evaluation
 - building and maintaining relationships with internal and external stakeholders
 - using systems and data to provide meaningful insights into challenges and opportunities.
- Leadership experience, or an equivalent combination of relevant management and leadership experience and/or education or training.
- High level interpersonal and communication skills and ability to relate to people at different levels within, and external to, the organisation and creation of targeted communication across a diverse workforce.
- Experienced in group facilitation and consultation.
- Demonstrated ability to:
 - use data to identify and advise on trends, patterns, issues and opportunities that impact capability, performance and culture
 - work independently and collegially on complex work tasks and issues
 - deal with sensitive and confidential information, and the ability to use initiative to identify appropriate and relevant solutions to identified issues.
- Excellent analytical, conceptual negotiation and consulting skills.
- Strong written, verbal and reporting skills including the ability to present high quality information to a targeted audience.

Other Relevant Information

- This position description describes in general terms the normal duties which this position is expected to undertake. Duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from people occupying positions classified at this level may be allocated.
- Employees attending certain workplace settings, including health and care facilities, may be required to meet mandatory vaccination obligations.
- Due to the nature of the position, there may be a requirement to accommodate flexible working hours and attendance requirements.
- The incumbent may be required to perform their duties at any campus or location controlled by Holmesglen Institute or elsewhere as directed.
- Holmesglen is a child safe organisation. This position requires a valid Victorian Employee Working with Children check and National Police Records check.
- Holmesglen cultivates a workforce that embraces and values student voice and partnership.

About Holmesglen – Who we are

Holmesglen is a leading Australian provider of vocational and higher education and one of the largest government-owned TAFEs in the state of Victoria. With 40 years' experience and more than 140,000 graduates, we are TAFE at its best by transforming lives, building workforce capability and enriching communities through education and training.

We are a leader in education, training and applied research, renowned for its innovation and its commitment to learner and industry success. We offer industry training, certificate, diploma, and degree programs across six locations and seven campuses.

Locations include Chadstone, Drummond Street, City, Moorabbin, North Melbourne, Glen Waverley and Eildon.

As a multi-award-winning institute, you can learn more and do more at Holmesglen. holmesglen.edu.au

**We uphold our
ASPIRE values**



AMBITION



SCHOLARSHIP



PASSION



INTEGRITY



RESPECT



EXCELLENCE