



Position Description

Position Title: Project Manager: Respect, Diversity and Inclusion Primary Prevention and Education	Classification: Bond Level 6
Faculty/School/Office: Student Success and Wellbeing	Date Position Classified/Updated: April 2024

Purpose of the Position:

Reporting directly to the Director Student Success and Wellbeing and working in collaboration with the Staff Engagement and Wellbeing team, the Project Manager, Respect, Diversity, and Inclusion will play a leading role in supporting Bond University to activate Bond's whole of community response to the National Action Plan to Address Gender Based Violence in Higher Education and associated emerging requirements related to intersectionality, diversity and inclusion and over the next three years.

Building on the quality foundations already in place and working in partnership across the whole of the University, the Project Manager will co-design, develop, implement, evaluate, and continue to refine a holistic suite of high quality, primary prevention and educative initiatives, resources and programs that will be relevant to Bond's student and staff diverse demographic. The suite of strategies, initiatives, programs and curricular and co-curricular educative resources will be specifically designed to heighten awareness of, and strive to address, drivers of gender-based equity and violence. The focus of the role will also be to promote safety, inclusion and wellbeing through embedding of prevention measures and ensuring staff and students are aware of and accessing processes and practices in place to act swiftly to protect safety when required.

The Project Manager will be a highly skilled communicator and collaborator with experience in the education sector and the relevant field. The incumbent will have the capability to network and draw from government, community, and HE sector experts, and work alongside the student associations and student leaders, student housing, sport communities and clubs and faculties to ensure initiatives are co-designed, locally relevant and resonate for optimal impact.

The incumbent will demonstrate a comprehensive understanding of historical and emerging regulatory and legislative drivers related to gender-based equity, gender-based violence, intersectionality, diversity, and inclusion. Essential to the role is the ability to lead, influence and inspire internal and external stakeholders and to implement strategies with cyclical review frameworks embedded to assist Bond University to evaluate short term and longitudinal impact.

Reporting Relationship:

The Student Success and Wellbeing portfolio plays a key role in contributing to the Bond University experience through the delivery of accessible and supportive services, programs, and initiatives to enhance academic, personal success and wellbeing, and to create an environment which is safe and inclusive.

Reporting to the Director Student Success and Wellbeing, the role will work closely with Student Success and Wellbeing teams, Staff Engagement and Wellbeing and the Chief People Officer, Campus Life, SASQ Faculty teams, Bond Sport, Chief Integrity Office, Student Housing, Security, Access and Inclusion roles and community networks, taking a genuinely whole of organisation approach.

The role will have responsibility for evaluating current practices to inform improvements, reviewing all current programs, practices and materials (digital and physical) which relate to gender based equity and violence and broader issues of respect, diversity and inclusion. The incumbent will ensure future approaches are developed to target whole of community and/or specific to students or staff and ensuring they are current, in line with best practice, relevant to target audience and impactful.

In liaison with the Director, the Project Manager will play a lead role in ensuring that strategies and initiatives are deeply and authentically embedded and have been developed to be regularly reviewed for currency and sustainable as university business as usual.

Selection Criteria:

- A relevant tertiary qualification in public health, health promotion, psychology, or social work with at least 2 years community building experience working directly in a related field and in an education setting.
- A comprehensive understanding of the Higher Education legislative and regulatory environment and confidence and capacity to create strong and sustained connections into the sector, and with government and community partners and experts to enable high quality outcomes for Bond University.
- A deep understanding of the drivers of gender-based violence, including gender and other forms of intersecting discrimination and disadvantage, and national policy agendas related to positive duty, occupational health and safety which should be considered in whole of organisation response.
- Excellent interpersonal communication, public speaking, collaboration, workshop and group facilitation skills and writing skills with the capability and experience in co-design and development of educative materials, programs, and digital resources.
- Strong and effective cross-cultural and inclusive practices and capability, with capacity to engage sensitively, respectfully, and effectively with diverse range people, communities, and stakeholders.
- Demonstrated commitment to a student centric way of working, and a capacity to embed strategies and evaluation frameworks which enable continuous improvement and sustained outcomes which are responsive to the changing needs of a diverse student and staff community.
- Demonstrated ability to efficiently perform diverse tasks, exercising initiative, prioritisation, and sound judgement to problem solve and achieve outcomes with attention to quality and accuracy in a demanding and dynamic work environment.
- Evidence of a current blue card.

Competency	Responsibility
Performance	Deliver a comprehensive suite of targeted, high-quality initiatives, curricular embedded and co-curricular educative programs and resources, communication strategies and events which underpin Bond University's whole of organisational approach to addressing gender-based equity and gender-based violence, student and staff safety, respect, diversity and inclusion in alignment with existing and emerging regulatory and legislative expectations.
Liaison with Bond Staff	Collaborate with key stakeholders, to further improve and enhance the understandings, access to and effectiveness of practices, processes and procedures supporting student and staff safety and wellbeing across institution.
External Liaison	<p>Collaborate and co-design with student associations and student leaders, internal and external stakeholder and expert partners to ensure coordination and cooperation between all relevant parties, and deliverables are embedded and sustainable.</p> <p>Maintain a close and functional working relationship with all stakeholders within the University to inform evaluation and continuous improvements.</p> <p>Active connection into and collaboration with relevant sector networks and government and community alliances.</p>
Administrative, Policy & Process development	<p>Ensure all deliverables draw from and align to National Plans, National Code, relevant ESOS and Higher Education Standards, University strategies, policies and procedures including WHS obligations.</p> <p>Ensure all engagement and strategies have embedded evaluation and feedback frameworks to ensure ongoing monitoring of impact and continuous improvement.</p>
Understanding of Quality Assurance	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> • Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> • Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.