

POSITION DESCRIPTION

Diversity, Equity & Inclusion Specialist



POSITION DETAILS

Position Title	Diversity, Equity & Inclusion Specialist
Classification	Level HEW 8
Position Number	7015416
School/Office	People and Culture
Division	Operations

POSITION PURPOSE

The Diversity, Equity & Inclusion (DEI) Specialist partners with stakeholders across the University to design, deliver and evaluate initiatives that foster an inclusive, equitable and respectful workplace culture. The role works across a broad range of diversity, equity and inclusion priorities and contributes to both strategic projects and operational initiatives, ensuring solutions are practical, evidence-informed and responsive to organisational needs. The University values the perspectives that arise from diverse backgrounds, lived experiences and career pathways.

KEY ACCOUNTABILITIES

- **Partner with stakeholders** across the University to identify opportunities, scope initiatives and deliver practical diversity, equity and inclusion outcomes aligned with organisational priorities.
- **Design, coordinate and evaluate diversity, equity and inclusion programs**, projects and initiatives across a range of focus areas.
- **Support compliance, monitoring and reporting activities** associated with relevant legislation, sector frameworks and University commitments.
- **Contribute to the integration of diversity, equity and inclusion principles** into people processes, policies, programs and organisational practices.
- **Build and maintain productive relationships** with community networks, working groups, committees and other stakeholders to support engagement, consultation and collaboration.
- **Monitor emerging trends, research and best practice** to inform continuous improvement and the development of fit-for-purpose solutions.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Demonstrated experience contributing to the design, implementation or evaluation of programs, projects or initiatives that involve stakeholder engagement, organisational improvement or culture change.
- Ability to work effectively in both strategic and operational environments, adapting priorities and approaches to meet evolving organisational needs.
- Strong relationship-building, collaboration and influencing skills, with the ability to partner effectively with diverse stakeholders.
- Demonstrated curiosity, initiative and willingness to learn and apply knowledge across a broad range of diversity, equity and inclusion topics.
- Demonstrated ability to work effectively in environments characterised by change, ambiguity and evolving priorities, exercising sound judgement and adaptability to deliver outcomes.
- Strong project coordination, organisational and problem-solving skills, with the ability to manage competing priorities.
- Excellent written, verbal and interpersonal communication skills.

KEY RELATIONSHIPS

- **Reports to:** Manager, Diversity, Equity & Inclusion
- **Supervises:** Nil
- **Key Internal Relationships:**
 - Organisational Development & DEI Team
 - Senior leaders across portfolios
 - People Partnering team
 - Office of General Counsel
 - Safety and Wellbeing teams and other People & Culture functions
- **Key External Relationships:**
 - Sector forums, accreditation bodies, regulators, consultants & partners.

CHALLENGES

- Responding to diverse and evolving diversity, equity and inclusion priorities in a rapidly changing environment.
- Balancing strategic project work with operational delivery, stakeholder support and compliance requirements.
- Influencing and partnering across a complex organisation where priorities, perspectives and needs may differ.

UNIVERSITY EXPECTATIONS

The University expects that all employees are aware of, and comply with legislation and Western's policies and procedures relevant to the position, including but not limited to:

- Code of Conduct
- Work Health and Safety and Wellbeing Management System
- Enterprise Agreement or Award
- Anti-discrimination principles, Equal Employment Opportunity and staff and student equity.

Approved by: People and Culture

Date: July 2026