

POSITION DESCRIPTION



Manager Diversity, Equity & Inclusion

POSITION DETAILS

Position Title	Manager Diversity, Equity & Inclusion
Classification	Level HEW 9
Position Number	TBC
School/Office	People and Culture
Division	Operations

POSITION PURPOSE

The Manager, Diversity, Equity & Inclusion (DEI) provides strategic leadership in the design, implementation and governance of DEI initiatives across the University. This role ensures alignment with the People First Pillar, Western 2030 and broader organisational strategy. The position advises senior leaders on embedding inclusive leadership practices, oversees governance frameworks, works with the People Partnering team to deliver & embed DEI initiatives and represents the University in sector forums and partnerships to strengthen our reputation as a leader in equity and inclusion.

KEY ACCOUNTABILITIES

- Lead the development, implementation, and monitoring of University-wide DEI strategies, policies, and action plans.
- Provide expert advice to senior leaders on inclusive leadership, organisational culture, and compliance with sector standards and legislative obligations.
- Oversee governance structures including DEI-related committees, reporting, and accountability frameworks.
- Represent the University in national and sector forums (e.g. Universities Australia, WGEA, Athena Swan) and foster partnerships with external stakeholders.
- Partner with internal colleagues across Organisational Development, HR Business Partners, and senior leadership to embed DEI principles into leadership development, talent management, recruitment, and staff engagement.
- Drive a data-informed approach, using workforce analytics to track outcomes and measure progress.

QUALIFICATIONS, EXPERIENCE AND SKILLS

- Postgraduate qualifications in Human Resources, Organisational Development, or a related field, or equivalent experience.
- Significant experience in leading DEI strategies within complex organisations.
- Strong knowledge of legislation, compliance obligations, and best practice in equity and inclusion.
- Proven ability to influence senior leaders and embed cultural change.
- Excellent stakeholder engagement and communication skills.
- Experience in governance, reporting, and external representation.

KEY RELATIONSHIPS

- **Reports to:** Director, Organisational Development & DEI
- **Supervises:** DEI Specialist and Project Officer
- **Key Internal Relationships:** Senior leaders across portfolios, People Partnering team, Equity & Diversity, Legal, WHS, and other People & Culture functions
- **Key External Relationships:** Sector forums, accreditation bodies, regulators, consultants & partners.

CHALLENGES

- Driving cultural and behavioural change in complex University setting.
- Balancing compliance requirements with innovation in DEI practices.
- Building University-wide ownership of DEI outcomes

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: August 2025