

POSITION DESCRIPTION



| | |
|-------------------------------|---|
| Position | Respect Officer |
| Level/ Classification: | H0606 |
| Reports to | Manager Student Wellbeing and Equity Projects |
| Unit | Student Wellbeing and Equity Projects Team |
| Directorate | Access, Wellbeing and Equity |
| Positions Supervised | Nil |

Position Purpose

The Respect Officer fosters a positive and inclusive educational environment at Murdoch University by delivering a range of projects, programs, events and activities that promote and enhance respect, safety, wellbeing and equity for our diverse student community. The role promotes a culture of respect and inclusivity by leading and/or supporting projects that enhance the non-academic student experience.

This position builds strong social connections and a sense of belonging with a particular focus on the following diverse and/or underrepresented communities:

- LGBTIQ+
- First Nations
- International students / Cultural and Linguistically Diverse background
- Students with disability, neurodiversity, health conditions and caring responsibilities

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

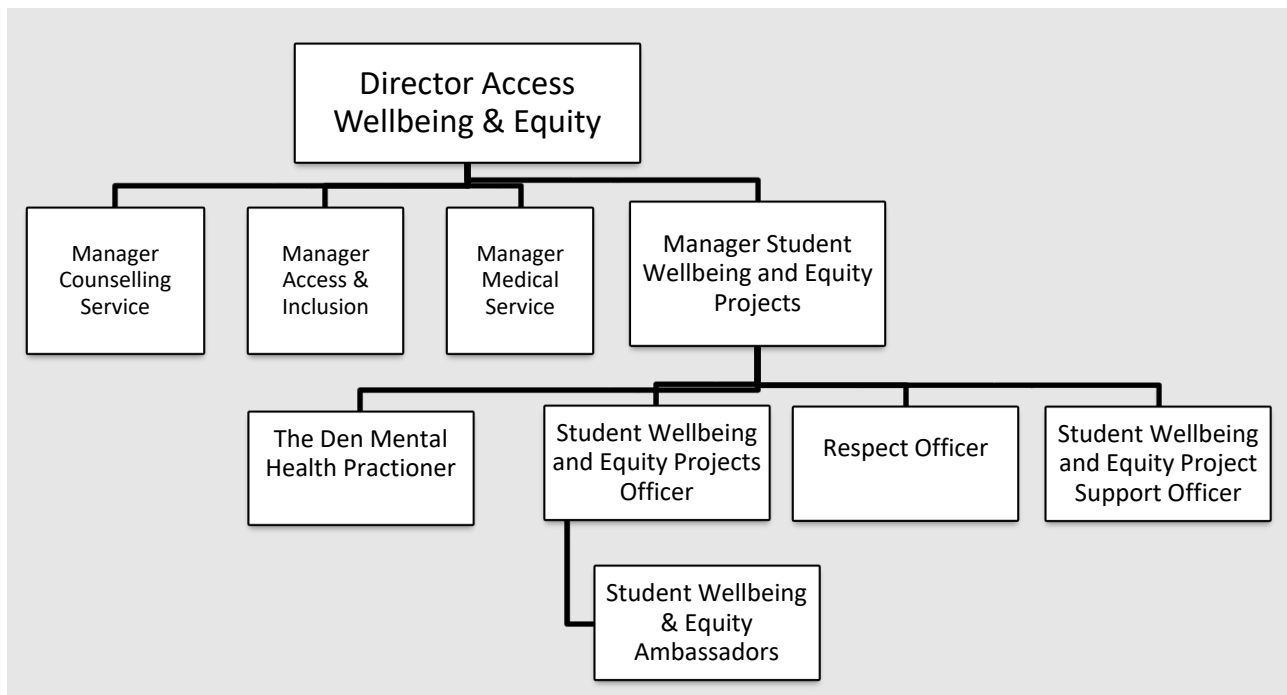
- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

Access, Wellbeing & Equity (AWE) provides professional and innovative wellbeing and health services, supports students with health conditions and disabilities, and drives equity programs in order to optimise the student journey and promote the wellbeing of the wider Murdoch University community. AWE aims to enhance student experience through a range of wellbeing and equity focused activities, including taking leadership in the implementation of the University Student Wellbeing Strategy. AWE is located at Murdoch's South Street Campus but provides services across all campuses.

Reporting Relationships



Key Responsibilities/Duties

1. Develop, implement and review a range of student events and initiatives that support and promote a safe and respectful campus culture to reinforce the University's wellbeing and equity, diversity and inclusion strategies.

2. Support the development and implementation of programs, policy and strategy, including facilitating training or workshops, designed to prevent and better respond to incidents of discrimination, harassment and/or sexual harm experienced by students.
3. Assist in supporting student wellbeing by providing pastoral support and guiding students to appropriate resources and support services as required.
4. Support and lead the planning, promotion and delivery of annual events to mark relevant days of significance through The Den (Student Wellbeing Drop In Space), including the drafting of relevant communications for the University community.
5. Maintain knowledge and skills in wellbeing and equity fields by engaging in relevant professional development and maintaining relationships with key external stakeholders and networks.
6. Enhance student experience through planning and delivery of student consultation and co-design activities and use of relevant data analysis to inform continuous improvement of student facing initiatives and support services.
7. Collaborate with internal and stakeholders including staff, students and Student Guild Clubs to create a cohesive and supportive campus community, using a respectful and empathetic approach.
8. With support from the Manager Student Wellbeing & Equity Projects, coordinate and facilitate staff and student Bystander Intervention Training, including participation with reviews and updates of the training on needs basis.
9. Identify engagement and information gaps and opportunities, and implement appropriate intervention and improvement strategies by collaborating with relevant University staff.
10. Contribute and participate in planning and delivering wellbeing and equity-based activities for Orientation.
11. Work within allocated budget, staffing resources and workload to support student engagement activities.
12. Develop and deliver progress reports, proposals, required documents and presentations.

Selection Criteria

Essential

1. Relevant tertiary qualification with at least two years' subsequent relevant experience or an equivalent combination of education/training and relevant experience.
2. Demonstrated understanding of the wellbeing and inclusion factors of diverse and/or marginalised people regarding their sense of belonging, including understanding of the importance of recognising intersectionality.

3. Demonstrated understanding of the drivers and impacts of gender inequity, sexual harm, bullying, harassment and discrimination.
4. Demonstrated ability to develop and provide effective wellbeing and/or diversity and inclusion activities, including co-design with key stakeholders, within allocated resources.
5. Demonstrated effective communication and interpersonal skills, with demonstrated ability to communicate with a range of different audiences through a variety of means (such as 1:1, in groups and through written forms).
6. Demonstrated commitment to equity and inclusion-based practices that promote access for underrepresented or marginalised populations.
7. Demonstrated ability to work independently, use initiative and work effectively as part of a team.
8. Experience using a range of data management, computing and IT software including word processing, spreadsheets, databases, internet, email and social media.
9. Demonstrated organisational and time management skills, including the ability to prioritise workload to meet deadlines and competing demands with a high level of attention to detail.

Desirable

1. Previous experience in a University / higher education environment.
2. Proficiency in using relevant software and online platforms for project management, data analysis, record keeping and communication.

Work Requirements

1. Ability to work outside of normal office hours when required.
2. Australian permanent residency or possession of a valid visa with work entitlement in Australia.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity

- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.