

POSITION DESCRIPTION



Position	People and Culture, Equity, Diversity, and Inclusion- Lead
Level/Classification	Level 9
Reports to	Head of Leadership Services and People Strategy <i>Dotted line reporting to Pro Vice Chancellor Equity, Diversity and Inclusion</i>
Unit	Leadership Services and People Strategy
Directorate	People and Culture
Positions Supervised	Nil

Position Purpose

The Equity, Diversity, and Inclusion (EDI) Lead is a key operational role within the People and Culture Office (PCO), focused on integrating EDI principles into HR processes and policies, delivering EDI-focused projects, and ensuring compliance with reporting and accreditation requirements. The role includes a specific focus on gender-based violence prevention and support, working collaboratively with internal and external stakeholders to enhance workplace equity and safety.

The P&C EDI Lead also works closely with the Office of EDI on key university-wide initiatives, including the SAGE Athena Swan accreditation, the Disability Access and Inclusion Plan (DAIP), and Workplace Gender Equality Agency (WGEA) reporting, ensuring alignment with institutional strategies and goals.

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 Bidli. 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

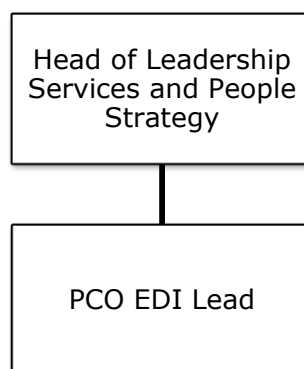
The Leadership Services and People Strategy team is a core function within the People and Culture Office, driving strategic human resources initiatives to align with Murdoch University's goals. This area encompasses organisational development, learning and performance, and business partnering, equity, diversity and inclusion focusing on enabling leaders and teams to thrive in a dynamic and inclusive environment.

Through tailored organisational development strategies, the team fosters cultural change, leadership capability, and workforce planning. It delivers innovative learning and performance solutions to support professional growth and aligns employee outcomes with organisational priorities. Business partnering ensures close collaboration with university leaders, providing strategic advice and support to optimise people-related outcomes.

By integrating these key elements, Leadership Services and People Strategy plays a pivotal role in shaping a high-performing, inclusive, and engaged workforce that contributes to the university's success.

Reporting Relationships

(Use diagram to describe the position's reporting relationships. Please note bullet points or names should not appear.)



Key Responsibilities/Duties

1. Initial Point of Contact for EDI in PCO

- o Serve as the first point of contact and advice for all EDI-related queries within the Chief People Office (internally), ensuring timely and effective support.

2. Provision of EDI Advice and Guidance

- Provide expert advice on integrating EDI principles into HR policies, practices, and processes, with a deep understanding of operational and legislative requirements.
- 3. Policy Development and Review**
- Lead or support the review and development of PCO policies that pertain to EDI, ensuring they are inclusive and aligned with EDI principles.
 - Contribute to policies that address gender-based violence, gender affirmation, and other key areas.
- 4. Focus on Gender-Based Violence Prevention**
- Work with relevant areas to develop and support initiatives aimed at preventing gender-based violence in the workplace, including trauma informed policies, training, and awareness campaigns. Including National Higher Education Code to Prevent and Respond to Gender-based Violence
 - Act as the primary contact within PCO for gender-based violence-related queries (including Family and Domestic Violence) and provide confidential support to affected staff.
 - Collaborate with the Head of Leadership Services and relevant teams to ensure appropriate responses and preventive measures.
- 5. Collaboration on EDI Projects**
- Partner with PCO teams and the Office of EDI on projects such as addressing the gender pay gap, creating inclusive toolkits, and delivering impactful initiatives.
 - Ensure project outcomes align with broader institutional EDI strategies.
- 6. Support the Delivery of EDI Events, Initiatives, and Training**
- Support the delivery of the EDI sub-strategy
 - Support the Office of EDI to plan and deliver initiatives, and training that promote EDI principles, with a focus on equity, safety, and inclusion.
 - Support capacity-building activities for leaders and employees to embed EDI in workplace culture.
- 7. Support for EDI Accreditations and Action Plans**
- Work closely with the Office of EDI to achieve and maintain institutional accreditations, including SAGE Athena Swan and the Reconciliation Action Plan (RAP).
 - Contribute to strategic planning and ensure operational delivery of EDI-related goals.
- 8. Compliance and Reporting**
- Collaborate with the Office of EDI to manage compliance and reporting requirements, including Workplace Gender Equality Agency (WGEA) submissions and the Disability Access and Inclusion Plan (DAIP).
 - Ensure that PCO meets reporting obligations while driving measurable progress.
- 9. Other duties as assigned**

Selection Criteria

Essential

Criteria should address:

1. Relevant tertiary qualifications in Human Resources, or a related field, or equivalent experience, with strong knowledge of HR processes, frameworks, and operational requirements, particularly in equity, diversity, and inclusion.
2. Experience integrating EDI principles into HR practices, policies, and systems to achieve inclusive and equitable outcomes, along with a comprehensive understanding of best practices and legislative requirements related to EDI in the workplace, including gender-based violence prevention.
3. Demonstrated ability to review and develop HR policies through an EDI lens, ensuring alignment with organisational objectives and compliance standards. Specific experience with policies related to gender affirmation, family and domestic violence, and other inclusive workplace practices is desirable.
4. Proven track record in delivering operational projects with measurable outcomes, such as addressing the gender pay gap or implementing inclusive toolkits, with the ability to collaborate effectively with cross-functional teams, including the Office of EDI.
5. Experience managing or contributing to workplace accreditations (e.g., SAGE Athena Swan, Reconciliation Action Plan) and compliance reporting requirements (e.g., Workplace Gender Equality Agency, DAIP).
6. Strong communication and relationship-building skills, with the ability to engage and influence stakeholders at all levels, including senior leaders, staff, and external partners.
7. Capacity to manage sensitive matters, such as gender-based violence or family and domestic violence, with professionalism, discretion and through the application of a trauma informed approach
8. Experience designing and delivering EDI-related training and initiatives that enhance understanding and embed inclusion across workplace culture, as well as building leadership and staff capability in applying EDI principles.
9. Thorough knowledge of Australian HR legislation, including Fair Work, anti-discrimination laws, workplace safety requirements, and EDI-specific compliance obligations such as WGEA and DAIP reporting.
10. Demonstrated ability to identify opportunities for continuous improvement in HR and EDI processes, ensuring alignment with organisational priorities and best practice

Desirable

1. Experience in large complex organisations

Work Requirements

1. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure. (Please check the Employee Background Checks Procedure if the role requires this).
2. Ability to work outside of normal office hours when required.

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.