



POSITION DESCRIPTION

Position Title:	Project Support Officer, Compliance and Benchmarking
Classification:	HEW 5
Establishment No.:	7011724
Reporting to title & establishment / position No.:	Senior Project Officer, 7002956
School/Office:	Equity Diversity, Safety and Wellbeing Services
Division:	People and Advancement

Context:

Western Sydney University is a modern, forward-thinking, research-led university, located at the heart of Australia's fastest-growing and economically significant region, Western Sydney. Boasting 11 campuses – many in Western Sydney CBD locations – and more than 200,000 alumni, 49,500 students and 3,500 staff, the University has 14 Schools with an array of well-designed programs and degrees carefully structured to meet the demands of future industry.

The University is ranked in the top two per cent of universities worldwide, and as a research leader, over 85 per cent of the University's assessed research is rated at 'World Standard' or above.

The University's strategic plan, Sustaining Success: 2021-2026, articulates the University's values and commitments of being or providing:

- Excellence guided by the principles of sustainability, equity, transformation and connectedness.

The University's clear mission is to create thriving communities by producing successful graduates and impactful research.

The mission is driven by four strong values:

1. Boldness
2. Integrity
3. Fairness
4. Excellence.

The Division of People and Advancement is led by the Vice President, People and Advancement and has three primary responsibilities:

- To develop the University's academic and professional workforce in conjunction with other Executive members:
- To assume overall responsibility for the student experience and student life cycle involvement with the University, including outreach programs to schools, innovative approaches to marketing and recruitment, and the student experience more broadly including administration through to engagement with alumni and fundraising; and



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- To take responsibility for governance, risk management and compliance.

Departmental Overview

Equity, Diversity, Safety and Wellbeing will foster a commitment to the health, wellbeing and safety of our staff and students to empower the entire University community. This includes reviewing and simplifying access and transport for our staff and student population.

These services include Campus Safety and Security, Equity and Diversity, Work Health Safety and Wellbeing and Student Wellbeing Services (Welfare, Disability and Counselling Services).

Equity and Diversity works with students and staff to promote inclusiveness and support equality of opportunity in education and employment at Western Sydney University. Equity and Diversity provides high-level strategic advice, develops and implements policy and programs, provides education and training, and coordinates a range of projects and networks, ensuring that the Equity and Diversity agenda is closely aligned with the strategic priorities of the University and its community.

Position Purpose:

The Project Support Officer, Compliance and Benchmarking, works as part of the Equity and Diversity team to successfully implement and further develop organisational Equity and Diversity plans and projects within the University community. This involves providing assistance to Equity & Diversity staff in the delivery of projects and services.

In particular, the Project Support Officer, Compliance and Benchmarking will support the Equity and Diversity team to effectively track, review and analyse compliance and benchmarking intelligence from across the entire University to ensure the University continues to meet its Equity and Diversity legislative and regulatory requirements and strategic objectives.

Dimensions:

Number of direct reports: This position has no supervisory responsibility

Titles of direct reports: N/A

Number of indirect reports: There are no indirect reports to this position

Major Responsibilities

1. Support Equity and Diversity compliance processes to ensure the University successfully meets its Equity and Diversity related legislative and regulatory obligations and strategic objectives.

Accountabilities

- Compliance processes are finalised within appropriate timeframes.
- The University remains compliant against all relevant Equity and Diversity legislation.
- Regular reports are provided to University



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	<p>executive tracking progress against Equity and Diversity related strategic objectives and action plans.</p>
<p>2. Collect and collate relevant data for Equity and Diversity related internal and external benchmarking and accreditation programs, coordinate related submission processes, and distribute summary benchmarking and award outcomes to relevant University stakeholders to improve Equity and Diversity impact.</p>	<ul style="list-style-type: none"> • Award applications are submitted within the required timeframe. • Outcomes of benchmarking processes as relate to Equity and Diversity issues are distributed to relevant stakeholders and used to inform University decision making.
<p>3. Develop and maintain a register of internal and external University equity and diversity-related reporting to ensure that all requirements are met. Liaise with and support relevant University stakeholders to gather any required information for inclusion in reporting.</p>	<ul style="list-style-type: none"> • Internal and external reporting processes are well coordinated and submitted by due dates. • University stakeholders are well supported through the process of collecting required information.
<p>4. Review, streamline and maintain the processes used to support and coordinate the University's Equity and Diversity Working Parties (EDWPs), including use of digital tools to help automate, simplify and improve the processes across all Schools, Divisions and Institutes.</p>	<ul style="list-style-type: none"> • EDWPs continue to operate effectively and are action orientated to generate outcomes and initiatives which compliment the key University value of equity and inclusion and are reflective of the diverse ideas and experiences of the University's students and staff.
<p>5. Track and monitor University's Equity and Diversity Working Parties (EDWPs) activities and initiatives to ensure that working party operation and decisions align with relevant University legislative and regulatory requirements and strategic objectives.</p>	<ul style="list-style-type: none"> • EDWP activities help to progress the University's performance against strategic objectives, benchmarking programs, and legislative and regulatory obligations. • Reports of EDWP activity and intelligence are presented to Director, Equity and Diversity to help inform University planning and decision making.
<p>6. Draft regular and annual summary reports on EDWP activities for inclusion in high level management reports.</p>	<ul style="list-style-type: none"> • Regular summary reporting is provided to the Senior Executive and relevant committees in alignment with working party Terms of Reference.
<p>7. Support other key Equity and Diversity compliance related structures such as the Vice-Chancellor's Gender Equity Committee.</p>	<ul style="list-style-type: none"> • Meetings are co-ordinated and resources are prepared in advance. • Preparation and dissemination of agendas,



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	<p>minutes, annual plans, reports, briefing papers and any other associated documentation is high quality and provided to working parties within the required timeframes</p> <ul style="list-style-type: none"> • Committee memberships is recorded and maintained accurately.
<p>8. Undertake other duties, commensurate with the level of this position, as requested by the Director.</p>	<ul style="list-style-type: none"> • A collaborative approach is demonstrated in all Equity & Diversity tasks.

<p>Work Health & Safety Requirements</p>	<p>All staff are required to:</p> <ul style="list-style-type: none"> • Take reasonable care for their own health & safety • Take reasonable care for the health and safety of others including the implementation of risk control measures within their control • Comply with all reasonable instruction by the university • Participate in activities and programs designed to improve health and safety • Report potential hazards and incidents in the workplace • Notify their supervisor of any injuries or illness that occurs in their workplace
<p>University Expectations</p>	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors • Participate in the cyclical Career Planning Development Process, which includes an annual review of their performance against agreed operational and performance objectives set in MyCareer • Perform their responsibilities in a manner which reflects and responds to continuous improvement • Read, understand and comply with all University policies and procedures • Undertake risk management and actively support and participate in the risk management processes adopted by the University which include identifying, analysing and evaluating risk that may impact on the University • Work at and travel between other University campuses from time to time as may be required during the course of employment • Complete all mandatory training such as WHS and equal opportunity online training modules within the first six weeks of commencement with the University. Your supervisor will check to ensure compliance with this mandatory requirement • Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety and other relevant legislation, and show



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Unit Expectations	<p>the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.</p> <p>Western Sydney University conducts its operations on a number of campuses. Due to the multi-campus nature of this role, however, your location on a day to day basis will be determined by operational needs, and it is therefore a requirement of this role that you travel between, and work at, different campuses during the course of your employment.</p>
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Key Relationships to Position	Purpose of Relationship
<p>Internal:</p> <ul style="list-style-type: none"> Executive Director, Equity, Diversity, Safety and Wellbeing 	<ul style="list-style-type: none"> Senior Executive – To receive direction, provide/receive advice, share information. Sharing information and receiving advice
<ul style="list-style-type: none"> Director, Equity & Diversity 	<ul style="list-style-type: none"> Line Manager – To receive direction and provide/receive advice, share information
<ul style="list-style-type: none"> Staff Office of Governance Chair and members of Equity and Diversity Working Parties 	<ul style="list-style-type: none"> Provision of Secretariat support Teamwork, to ensure deliver of strategic projects
<ul style="list-style-type: none"> Other staff within Equity, Diversity, Safety and Wellbeing 	<ul style="list-style-type: none"> Peers – to provide and promote a cross-disciplinary team approach to student services.
<p>External:</p> <ul style="list-style-type: none"> State and Federal Government authorities responsible for equity and diversity related reporting and compliance. For example, Workplace Gender Equity Agency. 	<ul style="list-style-type: none"> To liaise with agencies regarding reporting/compliance obligations and support preparation of reports and submissions as required by government authorities.
<ul style="list-style-type: none"> External non-government benchmarking agencies. For example, The Times Higher Education University Rankings, Australian Workplace Equality Index 	<ul style="list-style-type: none"> To liaise with agencies regarding reporting/benchmarking requirements and support preparation of reports and submissions as required.

<p>Key Challenges of the Position:</p> <ul style="list-style-type: none"> Maintaining current skills in regard to computer literacy, including fluency in word processing, desktop publishing, spread sheets and presentation software. Remaining organised and completing tasks in a high-volume work environment whilst maintaining a high



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degree of professionalism and confidentiality in all aspects of service delivery

- Working with general supervision and performing tasks which require proficiency in the University's policies, procedures, systems and processes.
- Navigating and maintaining professional working relationships with a range of staff from across the University.

Delegations Exercised

- This position holds no formal delegations under the Delegation of Authority Policy.

Recommendations Expected

- Recommend process improvements to the Director/Senior Project Officer where identified.

Mandatory Training Requirements:

- WHS Online Modules: 1, 2,3 & 4
- Equal Opportunity Online Modules
- TRIM
- Privacy Management Online Modules
- Orientation Online Modules
- University Orientation Day (for new starters)
- Cyber Security at Western Sydney University
- Reducing the Transmission of COVID-19 at Work

Selection Criteria:

1. A relevant qualification and/or equivalent experience in equity practice in a large and complex organisation or equivalent skills and demonstrated experience in supporting compliance and benchmarking activities.
2. High level computer literacy including demonstrated experience across MS office software and applications, advanced word processing/desktop publishing skills, knowledge of Excel/spread sheets, digital project management tools and platforms, computerised presentations, strong web research skills, and experience in web editing and maintenance including use of content management systems (CMS).
3. High level of interpersonal, oral and written communication skills with demonstrated ability to maintain excellent stakeholder relationships internal and external to the organisation.
4. Demonstrated problem solving skills including an established record of exercising initiative and effectively finding solutions in a complex organisational context.
5. Demonstrated ability to collate and track information and data from multiple sources and translate into

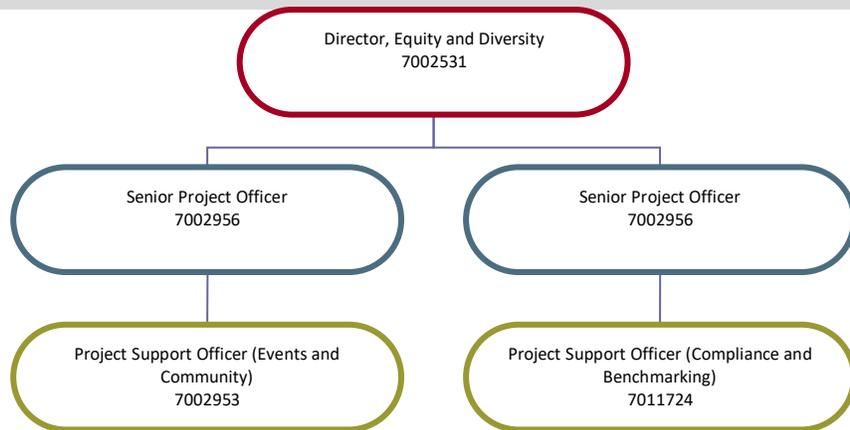


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reports and submissions for a wide range of stakeholders, including for example, external agencies, executive leadership, and other team members.

6. Demonstrated excellent organisational skills with an ability to manage multiple projects, client relationships, high work volume and strict timeframes.
7. Ability to work as part of a team, meet deadlines and complete duties without supervision.

Organisational Chart:



Position description approved by: Executive Director, Human Resources

Date position description approved: 2 0 / 1 1 / 2 0

Position description last reviewed by:

Date position description last reviewed: / / /