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## POSITION DESCRIPTION

# Head of Strategic Programs & Research

Faculty/Division	Division of Soc Imp, Eq & Eng
Classification Level	Professional TFR
Hours & Span (Category)	G - Administrative, Clerical, Computing, Professional & Research Staff
Position number	Click or tap here to enter text.
Shiftwork status	NOT SHIFTWORKER
Allowances	NA
On call arrangements	NA
Original document creation	17 October 2025

### Position Summary

The UNSW Division of Societal Impact, Equity and Engagement (DSIEE) leads UNSW's efforts to make a positive and lasting impact on society, promoting equity and social justice, and driving engagement activities which enhance UNSW's reputation as a key contributor to society through its research, teaching, and community engagement.

The Head of Strategic Programs and Research drives new programs of work, impact analysis and practice informed research that are keys strategic priorities in the UNSW Progress for All Strategy and the new Widening Participation Strategy. The position leads new work-streams in Student Equity and works collaboratively with other areas of the university to deliver innovative and high engagement programs for

equity cohorts across the student life cycle and builds UNSW's reputation as a sector leader in student equity and widening participation. The role is responsible for leading the reporting and evaluation requirements of Student Equity, designing a university wide Theory of Change for all equity initiatives, delivering evidence and research informed best practice models for implementation across UNSW, for the sector at a national level, and driving externally funded projects, and research outputs for the Centre for Innovation in Student Equity.

The Head of Strategic Programs and Research reports to the Director, Student Equity and has 5 direct reports

## Accountabilities

Specific accountabilities for this role include:

- Establish and co-direct in partnership with the Director of Student Equity a Student Equity Centre or Hub that positions UNSW as a sector leader in student equity and evaluation to contribute to UNSW's institutional reputation with State and Federal governments, peak bodies, and other universities, influencing the development of national policy and equity practice.
- Lead the design and development of robust evaluation frameworks, including Theories of Change and implementation plans, to assess the impact of widening participation and equity initiatives across the student lifecycle. Cultivate strong partnerships with internal stakeholders to embed these approaches within central teams across divisions and faculties
- Lead the impact evaluation, continuous quality improvement and reporting for Student Equity
- Collaborate on the development of strategic business plans, impact statements, and reporting mechanisms for key projects within the Widening Participation Strategy, contributing to the formulation of implementation plans and support the identification and prioritisation of key initiatives.
- Deliver and oversee advanced data analysis and modelling to inform institutional strategies and targets. Lead the development of reporting tools and performance dashboards to track student equity outcomes, measure progress against institutional goals, and support external funding reporting requirements.
- Collaborate with the Head of Engagement and Pathways on key internal Student Equity strategies and engagement plans using strategic insights and data driven evidence to ensure UNSW's equity programs remain responsive, high-impact, and aligned with sector-leading approaches.
- Lead a high-performing, multidisciplinary team, fostering a culture of excellence, innovation, and collaboration. Provide strategic and operational leadership within Student Equity and make active contributions to broader divisional and university-wide priorities.
- Align with and actively demonstrate the [Code of Conduct and Values](#)
- Ensure hazards and risks psychosocial and physical are identified and controlled for tasks, projects, and activities that pose a health and safety risk within your area of responsibility.

## Skills and Experience

- Postgraduate qualifications and/or extensive work experience, preferably in program evaluation and in managing complex projects.
- Excellent interpersonal, verbal and written communication skills and expert knowledge of data literacy, quantitative data analysis and research.
- Experience in managing Commonwealth reporting, grant reporting and relevant legislative frameworks, and an ability to work according to strict deadlines and meet desired outcomes.
- Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving complex matters.
- Demonstrated excellent planning, analytical, evaluation and problem-solving skills, and the ability to communicate effectively and with influence across a range of diverse internal and external stakeholders.

- Proven management experience at a senior level: together with flexibility, capacity to adapt to changing environments and, when necessary, navigating through ambiguity.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health & safety (psychosocial and physical) responsibilities and commitment to attending relevant health and safety training.

### **Pre-Employment Checks Required for this Position**

- Verification of qualifications

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.