



Position Description

College/Division:	People and Culture
Faculty/School/Centre:	Development and Inclusion
Department/Unit:	Diversity, Equity and Inclusion
Position Title:	Diversity, Equity and Inclusion Officer
Classification:	ANU Officer Grade 5 (Administration)
Position No:	
Responsible to:	Diversity Equity and Inclusion Senior Consultant
Number of positions that report to this role:	0
Delegation(s) Assigned:	N/A

PURPOSE STATEMENT:

The Diversity, Equity and Inclusion (DEI) Officer provides high quality DEI support to stakeholders, contributing to the efficient and effective delivery of DEI services through timely advice and assistance on a wide range of generalist Diversity, Equity and Inclusion matters.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The DEI Officer works closely with the other members of the DEI team and with DEI practitioners across campus, liaising with and providing quality DEI advice and service to a wide variety of staff and visitors. The DEI Officer is responsible for the provision of day-to-day generalist DEI advice and services, ensuring data accuracy and integrity and timely escalation of more complex Diversity, Equity and Inclusion aspects to the relevant team members.

Role Statement:

Under general direction, the DEI Officer will:

- Act as the first point of contact for general DEI enquiries, managing the flow of incoming and outgoing written correspondence and phone calls and providing accurate advice on the application of and ensuring compliance with the University's Enterprise Agreement, as well as other DEI policies and procedures and escalating more complex enquiries when needed.
- Provide high quality DEI support for operational aspects such as the recruitment and selection of staff, induction, remuneration and employment conditions, including committee support, where needed, collating data and presenting it with some recommendations and/or solutions.
- Ensure the maintenance of accurate DEI management system data, running routine reports, actioning items and conducting data integrity checks, as needed, and ensuring accurate record keeping.
- Assist with the implementation and roll-out of various local or University-wide DEI projects, providing timely and high-quality support.
- Liaise with and build networks within the campus DEI community, developing a broad base of DEI generalist skills, and actively participate in the continuous improvement of the DEI processes and quality service delivery.
- Comply with all ANU policies and procedures, in particular those relating to work health and safety and equal opportunity.

- Perform other duties as directed, consistent with the classification level of the position and in line with the principle of multi-skilling.

See the [classification descriptors for professional staff](#)

SELECTION CRITERIA:

1. Demonstrated experience in a DEI or HR generalist role or an equivalent combination of relevant experience and education/ training. A DEI/HR membership or eligibility for membership will be highly regarded.
2. Sound knowledge of and interest in contemporary DEI and HR practices, including the ability to interpret and apply policies and procedures related to employment matters.
3. Demonstrated high level customer service and effective communication skills and an ability to consult and liaise effectively with a wide range of stakeholders in a culturally diverse environment.
4. Proven organisational skills and attention to detail, with a demonstrated ability to prioritise own workload and to work effectively both independently and as part of a team, meeting competing deadlines and delivering high-quality outcomes.
5. Demonstrated experience using HR information systems including the ability to generate complex reports and demonstrated skills using the MSOffice suite, in particular Excel and Outlook.
6. A demonstrated understanding of equal opportunity principles and policies and a commitment to their application in a University context.

Employment in this position is conditional on satisfactory results in accordance with the [Background Checking Procedure](#) which sets out the types of checks required by each type of position. All appointments are required to make relevant declarations to comply with the [National Higher Education Code to Prevent and Respond to Gender-Based Violence](#).

Supervisor/Delegate Name:	Lauren Sayers	Date:	18/8/26
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References:

[Professional Staff Classification Descriptors](#)

[Minimum Standards for Academic Levels \(MSAL\)](#)



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	People and Culture	Dept/School/Section	Development and Inclusion
Position Title	Diversity, Equity and Inclusion Officer	Classification	ANU Officer Grade 5 (Administration)
Position No.		Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- This form must be completed by the supervisor of the position. Without this form jobs cannot be advertised.
- Once an applicant has been selected for the position they must familiarise themselves with the University [WHS Management System Handbook](#).
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- Information regarding reasonable workplace adjustments that may be required to enable an individual to fulfil the inherent requirements of their position is available at [2024_ANU Inherent Requirements Reference Table.pdf](#)

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	☒	☐	laboratory work	☐	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☐	work in confined spaces	☐	☐
organizing events	☒	☐	noise / vibration	☐	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☐			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	☐	☐	microbiological materials	☐	☐
allergens	☐	☐	potential biological allergens	☐	☐
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/carcinogens	☐	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐
PSYCHOSOCIAL HAZARDS (please specify):					
OTHER POTENTIAL HAZARDS (please specify):					

