

Position Description

Position Title	Inclusion and Diversity Manager
Department	Business Services
Reports To	Director of Business Services

Overview:

SEDA College (Victoria) is an independent, co-educational Senior Secondary College.

At SEDA College we believe that student success is achieved through educational experiences that challenge and inform our students' perspectives on the world.

These beliefs are underpinned by an educational philosophy that is based on the principles of applied learning and our College's core values.

- Growth
- Resilience
- Empathy
- Accountability
- Teamwork

Our philosophy commits us to developing students who are:

- Passionate about reaching their personal and professional potential.
- Proactive and resilient in both their personal and public lives.
- Productive and compassionate contributors to the wellbeing of their community.
- Professional and collaborative in the workplace.

We believe that students in the post compulsory years should be treated as young adults and given opportunities to develop their independence in a supportive environment where they are nurtured and allowed time to mature and develop the personal attributes that will help them be successful in both their personal and professional lives. Our aim is for graduates to leave the College as mature, informed, resilient, independent and capable young adults as they make their transition from school to employment or further study.

The College believes that students will achieve more when their education is delivered through a model that is; relevant to their passion, applied, informed by industry and community expectations and delivered by a teacher that knows them well and differentiates their program accordingly.

The College programs attract a group of young people who want their education experience to be 'real-life' and authentic.

SEDA College is committed to Child Safety and the creation of an environment in which all young people feel safe, included and welcome. All staff have a responsibility to contribute to this environment and ensure that they interact with students in a manner that actively promotes the rights of young people. As part of induction staff are trained and informed of their obligations with respect to the safety of young people.

Position Overview

The Inclusion and Diversity Manager is responsible for ensuring that the College's strategies are innovative, adopt best practice and foster an open, diverse, and inclusive environment whilst meeting our legislative, reporting and policy requirements. The role works closely with the Education team to ensure strategy alignment and integration within professional learning and curriculum development.

Key Responsibilities

Accountabilities	Overview
Strategy	<ul style="list-style-type: none"> Engage with our Leadership Teams to drive change, increase engagement and facilitate the delivery of commitments, priorities and outcomes relating to the implementation of key organisational priority initiatives, events, and action plans (e.g., Inclusion and Diversity Strategy and Action Plan, Reconciliation Statement, Disability Accessibility Inclusion Plan, Gender Equality Action Plan). Providing specialist advice relating to capability development across the organisation relating to diversity and inclusion. Work with external bodies to promote and support reconciliation groups, CALD, LGBTQI+ representative groups. Maintaining the College's social media Inclusion and Diversity presence.
Event Management	<ul style="list-style-type: none"> Coordination and logistics relating to employee-focused events. Assist with coordination and planning of College events (e.g.; International Women's Day, Men's Health Week, RUOK Day). Work with College staff to promote other events for students i.e., IDAHOBIT, NAIDOC Week, National Reconciliation Week, Cultural awareness days. Lead the organisation and logistics of the Indigenous leadership camp.
Training, Policy and Curriculum	<ul style="list-style-type: none"> Drive educational campaigns & workshops for our workforce to increase understanding and awareness around inclusion, equity and diversity. Work closely with the Education team to further integrate inclusion, equity and diversity principles into our programs, policies, and services including the development of appropriate support materials and resources for staff and students. Work with the Risk and Compliance Coordinator to ensure that the College meets all the requirements of the Child Safety standards with respect to inclusion and diversity.
Reporting	<ul style="list-style-type: none"> Develop tools to ensure that the College can report on all the relevant metrics regarding its inclusion and diversity strategies.
Teamwork	<ul style="list-style-type: none"> Work as an effective team member working collaboratively whilst generating ideas and demonstrating communication within the Business Services team and with fellow workers. Provide support and assistance to co-workers within the organization.

	<ul style="list-style-type: none"> • Build relationships with the College community and other partners.
Policies and Procedures	<ul style="list-style-type: none"> • Follow the College policies on Child Safety and Wellbeing and associated reporting. • Adhere to the expectations described in the Staff Code of Conduct.
Associated Duties	<ul style="list-style-type: none"> • Undertake other duties which are appropriate to the level of the position, as directed by the Director of Business Services. • Attend school camps and excursions as required. • If VIT registered provide classroom support as required. • Activities as per annual Performance Development and Review plan. • Act in accordance with SEDA College's values and policies and procedures • Cooperate with all health and safety policies and procedures and take all reasonable care for their own and others health and safety. • Maintain a valid Working With Children check

Key Selection Criteria
<p>Skills and Experience</p> <ul style="list-style-type: none"> • Experience in coordinating events or culture programs • Proven ability to use initiative and work autonomously as well as the ability to work productively as part of a team • Highly developed understanding of contemporary thinking in diversity, equity and inclusion • Excellent written and verbal communication skills • Capacity to work collaboratively and build partnerships with a diverse range of internal and external stakeholders • Ability to utilise data to inform business challenges and to identify solutions to solve business challenge. <p>Formal qualifications</p> <ul style="list-style-type: none"> • Qualifications in education, business, organisational development or human resources are preferred but not essential. • A high level of understanding of Microsoft Office products is desired. • Working with Children Check required. <p>A six-month probation period applies to full and part time positions of more than 6 months.</p>

The list of responsibilities herein is not intended to be all-inclusive and may include additional responsibilities as required and assigned. It may become necessary to modify/change these position responsibilities from time to time.

Position Description Acceptance

I _____ (Incumbent Name) have read and, understood the above Position Description and agree to carry out the duties listed in my position description.

Signed Date .../.../.....