



## Position Description – Inclusion, Diversity, Equity and Access Advisor

### Position Details

**Position Title:** Inclusion, Diversity, Equity and Access Advisor

**College/Portfolio:** People and Culture

**School/Group:** Employee Experience and Capability

**Campus Location:** Primarily based at City campus, and the potential to work across other RMIT campuses as required.

**Classification:** HEW 7

**Time Fraction:** 0.5 FTE (Job Share)

**Employment Type:** Fixed Term

**Fixed Term Reason:** Replacement Employee

**Reporting Line:** Manager, Inclusion, Diversity, Equity & Access

**No. of Direct reports:** N/A

### RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

### Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion   Imagination   Integrity   Courage   Passion   Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

## Organisational Accountabilities

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RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

## Leadership at RMIT

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At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be–Know–Do* Leadership Model:

**Be** – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

**Know** – We are self-aware, and understand our stakeholders, our sector and priorities.

**Do** – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

## People and Culture

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The People & Culture (P&C) Portfolio is comprised of a team of strategic HR professionals who provide outstanding, client focused, proactive and effective solutions and services for all RMIT employees. Our success is achieved by understanding our business and operating as a business partner to our clients. We deliver responsive, innovative and practical solutions and services that allow the University to enter the Future of Work.

The P&C portfolio operate in a manner that supports the RMIT values and achievement of the RMIT Strategy. By providing tailored, quality human resources services and products and ensuring a high level of expert support and advice, the P&C team will enhance College/Portfolio and Groups ability to meet their business objectives. This in turn will allow the University workforce to better support the current and future student population at the University.

## Position Summary

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This position will focus on projects relating to inclusion, diversity, equity, and access at RMIT in the People and Culture team primarily supporting staff initiatives. Responsible for the design and implementation of workforce development strategies, projects and policies for workplace-related cultural change that support RMIT's Inclusion, Diversity, Equity and Access Framework in particular. The focus will be on Gender Equality/STEMM, Accessibility and Disability, LGBTIQA+, Cultural Inclusion. Encouraged to bring and share a diverse or different perspective from your background, identity and experiences.

## Key Accountabilities

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- Support the University's Diversity and Inclusion agenda, including the Inclusion, Diversity, Equity and Access Framework and related operational plans, by designing and delivering a range of equity and inclusion projects and initiatives, engaging collaboratively with a range of internal and external stakeholders.
- Coordinate diversity and inclusion projects, delivering agreed outputs within agreed timelines and by efficient and effective management of resources.
- Design and deliver information sessions and training and other written or multimedia resources on a range of diversity and inclusion issues.
- Contribute to program reporting, sustainability and accountability through record keeping, process development and external benchmarking contribution.
- Prepare reports on staff equity and inclusion data, initiatives, projects, and outcomes for a range of internal and external stakeholders.
- Build and maintain partnerships and relationships in a collaborative manner with key internal clients and external stakeholders including collaboration colleagues in cross functional project work across the University addressing access, equity, and inclusion.
- Contribute to program evaluation and implementing continuous improvement practices.
- Rethink ways of working to creatively solve problems, actively challenge existing ways of doing things and promoting open and constructive feedback.

## Key Selection Criteria

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1. Demonstrated understanding of community diversity, with the proven capacity to draw upon related skills and expertise to develop and deliver equity and inclusion programs that are targeted and responsive.
2. Demonstrated ability to undertake a range of consultancies across a broad spectrum of organisational development areas with particular interest in supporting RMIT's Diversity and Inclusion agenda.
3. Demonstrated ability to diagnose organisational development issues and to recommend and deliver appropriate strategies.
4. A passion for continuous improvement and success in delivering People initiatives that have resulted in improved outcomes.
5. Effective planning, organisational, and project management skills, including coordinating staff for the effective delivery of events and programs.
6. Highly developed organisational, research and analytical skills, exposure or interest in external benchmarking or accreditations.
7. Demonstrated knowledge of, and ability to interpret relevant legislation, Industrial Agreements to inform the research, benchmarking and development RMIT practices, initiatives and policies.
8. Excellent communication skills, including facilitation, negotiation, influencing skills, report writing, presentation skills and stakeholder management.

## Qualifications

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Relevant qualification and/or experience

## Working with Children Check

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Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.