

Position Description	
<b>POSITION TITLE</b>	Diversity & Inclusion Consultant / Athena SWAN Project Manager
<b>CAREER STEP</b>	Professional / Proficient
<b>REPORTING RELATIONSHIP</b>	Head of HR, Australia
<b>TEAM</b>	HR
<b>EMPLOYMENT DURATION</b>	2 Year fixed term contract (with potential for renewal)
<b>TYPE OF EMPLOYMENT</b>	0.2 FTE
<b>DATE</b>	August 2021

### The George Institute for Global Health

We are a medical research institute affiliated with leading universities aiming to challenge the status quo in health care. With 700+ people around the world, and projects in over 40 countries, our Strategy 2025 is all about impact – specifically, the impact of The George Institute’s activities on the health of millions of people, particularly those living in disadvantaged circumstances around the world.

Our strategy focuses on three key research priorities:

- Better Treatments: finding better treatments for the world’s biggest health problems
- Better Care: transforming primary health care to support better health for more people
- Healthier Societies: harnessing the power of communities, governments, and markets to improve health

Our innovative commercial enterprises help maximise our impact.

Here is a sample of the things we are doing to achieve our goal of having the greatest possible impact on global health:

- We are identifying better and safer treatments for our biggest killers like stroke, heart disease and high blood pressure
- In many countries, our award winning FoodSwitch smartphone app is helping people make healthy food choices when shopping
- In China, we ran a successful education and awareness program to reduce the amount of salt eaten by people by 25% each day
- In rural India, we have shown that mobile technology can help diagnose mental health, as well as help treat cardiovascular disease, and we’re looking at similar approaches to treating chronic diseases in Indonesia and China
- Together with Aboriginal communities in NSW, Australia, we developed an innovative community led program to assist young Aboriginal drivers attain their license, now implemented in a dozen of locations
- We are developing an affordable dialysis machine, with potential to save millions of lives each year and transform the way kidney disease is treated globally
- And much more...

### Context of the Role

As a mission driven organization, the HR team’s purpose is to optimize the George’s people capability to improve the health of millions worldwide. Our people goals include a focus on:



- Flexibility and wellbeing
- Learning and Development, including Leadership development; and
- Diversity, Inclusion and Belonging; and
- Organisational effectiveness

The DIB Consultant will play a key role within our Diversity, Inclusion and Belonging goals.

### The Role

This position will be responsible for two key areas:

- Project management of the Athena SWAN Silver application, including development and coordination of gender equity initiatives, events, and action plans
- Management of diversity, inclusion and belonging program, in coordination with Head of HR.

### Reporting Relationships

The DIB Consultant reports to the Head of HR, Australia. The role will work closely with other stakeholders within TGI including the DIB working group and other members of the HR team.

### Duties and Key Responsibilities

- Contribute to and implement D&I policies and associated programs and initiatives to support our People strategy
- Delivery of Athena SWAN application for Silver Award, and associated Cygnet Awards (the Athena SWAN application is due 2024; Cygnet applications are due anytime from now until 2024)
- Co-ordinate and chair AU DIB working group and Athena SWAN working groups
- Manage the relationship with external networks – for example: UNSW, SAGE, Franklin Women, AAMRI GEDI group, DCA, etc
- Create and track calendar of DIB activities, including any global events where appropriate
- Lead some DIB projects as identified in the calendar / action plan / HR plans
- Identify, contribute to, and promote internal and external diversity/equity training, events, or initiatives
- Track progress on DIB against benchmarks and produce reports as required
- Research, recommend and implement DIB best practices to implement
- Analyse current DIB impact and develop action planning
- Assist with the wider administration teamwork across the organisation to ensure smooth and effective workflow processes, task delegation, and ongoing achievement of identified tasks.

### *As a Team Member:*

- Participate in special projects to improve processes, tools, systems, and organisation
- Take responsibility for personal learning and development and for setting achievable and meaningful work objectives and managing personal targets, meeting obligations of The Institute's Performance Management and Development Policy
- Demonstrate commitment to The Institute's organisational values, including performing to an exceptionally high ethical standard and focus on integrity, collaboration, and teamwork in all efforts.



### *Work, Health and Safety*

- Comply with Work Health and Safety legislation and operate in accordance with established Occupational Health and Safety practice and procedures at the Institute
- Promote and contribute to a safe, secure environment for staff and visitors.

### **Skills, Knowledge and Experience**

- Demonstrated relevant experience working in a Diversity and Inclusion role, and/or tertiary qualifications in Human Resources and/or extensive experience in a generalist HR role with significant involvement in the delivery of Diversity and Inclusion-related projects and initiatives
- Experience working on Athena SWAN preferable
- Strong knowledge of developing practices, policies, processes and evaluation tools in diversity and inclusion, and organisational change
- Experience building relationships across a wide range of stakeholders within an organisation
- Passion for enhancing the work environment for all employees
- Ability to understand and learn about a diverse range of experiences and backgrounds
- Ability to work with a wide range of stakeholders and include diverse and sometimes opposing perspectives in a respectful way
- Excellent written and interpersonal skills, as well as demonstrated collaboration skills
- Excellent organisational and project management skills with the ability to work effectively in a fast-paced environment, including the ability to plan and prioritise multiple tasks to meet competing deadlines
- A proactive approach demonstrating initiative, judgement, and a high degree of confidentiality.
- Proficient in the use of the Microsoft Office suite of products