

## POSITION DESCRIPTION

<b>Position Title</b>	Manager, Workplace Gender Equality
<b>Location</b>	Melbourne-Australia
<b>Reports to</b>	Director of Operations
<b>Direct Reports</b>	Oversee a group of consultants
<b>Employment Status</b>	part-time (0.8 FTE) , 6 months Fixed-Term contract
<b>Start Date</b>	June 2021

### Organisational Context

The Equality Institute (EQI) is a global feminist agency working to advance gender equality and end violence against women and girls (VAWG). We are values-driven and underpinned by feminist principles in the ways we work and how we conduct ourselves. We actively apply an understanding of intersectionality in our work and aim to have diversity reflected in our workforce.

We have conducted over 50 studies around the world, and trained hundreds of researchers, practitioners and policy makers to better understand what causes VAWG and how to prevent it. We have grown our online community to over 88,000 followers across social media, creating viral content that has reached up to 3 million people in one post.

We are thought-leaders: sought after to provide strategic advice and effective solutions for local and international NGOs, governments, multilateral institutions and corporates to address one of the most wide-spread and intractable issues of our time. We have worked with the governments of Australia, Cambodia, and Kazakhstan, UN Women, UNDP, and UNICEF, as well as foundations such as the Bill and Melinda Gates Foundation, and key international partnerships including the Prevention Collaborative and SVRI, to name just a few.

For more information on the Equality Institute please visit our website: [www.equalityinstitute.org](http://www.equalityinstitute.org)

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### **Equal Opportunity, Culture, Diversity and Inclusion**

The Equality Institute fundamentally believes in, and strives to embody, the values of intersectional feminism. We are committed to creating a diverse and inclusive workplace culture that recognises the value in bringing together individuals with a broad range of skills, backgrounds, experiences and perspectives.

The Equality Institute is motivated by a bigger picture outlook that situates our work within broader processes of positive social change. We are a people-centred organisation that highly values all employees, both as individuals and as the most important resources in terms of our contribution to that social change.

The Equality Institute is an equal opportunity employer and strives to maintain a workplace environment that is fair and free of discrimination, is safe and accessible for all employees and provides working arrangements that accommodate the diverse needs of our staff. We strongly encourage applicants from diverse backgrounds to apply for our positions.

The EQI is a child safe organisation and is committed to ensuring the safety and wellbeing of all children. We will work to promote child-safe environments to ensure that all children associated with the activities of the organisation are protected.

**Our vision** is a world in which diversity is celebrated, all people are respected, and power and resources are shared equally.

**Our purpose** is to transform unequal power structures and support violence (VAWG) prevention efforts to thrive in a rapidly changing world – through research, creative communications and feminist leadership.

**Our values** are Strive for Equality, Stay Curious, Be Courageous and Find the Joy.

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### Overview of Position

**The Manager, Workplace Gender Equality** is an exciting new senior position for a passionate individual with the expertise to advise on and support organisations to effectively develop their capacity around gender equality.

In early 2021, the EQI was appointed by the Victorian Commission for Gender Equality in the Public Sector as a preferred provider to support public entities on: gender impact assessments (GIA); developing and implementing strategies to improve gender equality; and evaluations. The Manager, Workplace Gender Equality will primarily be responsible for managing request for support the EQI receives from Victorian entities related to their obligations under the Gender Equality Act 2020. This will include assessing the needs of the entities, working with the entities to determine what kind of support is most appropriate, and then drawing from EQI's consultant register to provide tailored technical guidance and training to entities.

The role will also be responsible for developing a longer-term, sustainable approach for the EQI to strategically respond to requests from entities and, opportunities and resources allowing, expand the work beyond Victoria. This longer-term approach may include building a dedicated team to develop and take on future work in this area, including in low- and middle-income country contexts.

This role reports to the Director of Operations and will coordinate a small team of Workplace Gender Equality professionals.

### Key Duties and Responsibilities

- Manage and respond to requests and tenders from Victorian entities related to their obligations under the Gender Equality Act 2020 to promote gender equality in their workplace.
- Provide technical tailored advice and coordinate a team of consultants to deliver specified outcomes for entities.
- Develop overall strategies and targets to support this body of work and develop a long-term sustainable approach for EQI to continue to grow this area of focus including resource allocation, contract management and engagement.
- Provide quality assurance of workplace gender equality and organisational capacity development projects. This may include developing tools and resources for this purpose.
- Develop content and facilitate training/workshops for clients and stakeholders.

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- Establish and maintain strong relationships with partners and clients to maximise the Equality Institute's strategic goals.
- Some Victorian-based travel may be required.

### Key Selection Criteria

#### *Essential*

- A Masters-level or higher degree in a relevant field such as gender studies, governance and public policy, public health, community development, international development or similar.
- Demonstrated report writing ability with experience responding to tenders.
- Minimum 7 years professional experience in workplace gender equality, gender analysis, inclusion, diversity and belonging, capacity development and/or organisational development.
- Demonstrated people leadership experience.
- Demonstrated project management skills (managing time, resources, budgets, teams etc.).
- Demonstrated experience working with stakeholders from diverse cultural backgrounds including diverse and marginalised communities within or outside of Australia.
- Experience working with/in the government, local council and/or university sectors in Victoria.

#### *Desirable*

- Experience working in the gender equality and ending violence against women sector in Victoria.
- Experience working in the non-governmental organisation (NGO) or international development sector.

### Skills and Values

- Aligned to the core intersectional feminist values of the Equality Institute with a keen interest in gender and gender-based violence, prevention, women's rights and empowerment, or feminist advocacy.

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- Leadership skills including excellent interpersonal, communication, stakeholder engagement, influencing, negotiation and problem-solving skills.
- Strong people management capability with experience in building and leading a team of professionals.
- Demonstrated experience in workplace gender equality organisational capacity development using a strengths-based approach.
- Strong presentation and workshop facilitation skills.
- Excellent written skills (in English) including the ability to write clear and concise reports, project briefs, policy and advocacy papers and other communications for a range of audiences.
- Excellent verbal communication and stakeholder management skills, including the ability to confidently liaise with external stakeholders and partners as well as internal colleagues.
- Excellent attention to detail.
- Excellent time management, prioritisation and organisational skills, with the ability to work autonomously and flexibly to meet deadlines.
- Ability to work proactively and with flexibility as part of a small team including people of different roles, backgrounds and abilities.

## Terms and Conditions

### *Salary and benefits*

\$90,000 to \$95,000 (FTE) per annum plus 9.5% superannuation

The Equality Institute also offers additional leave entitlements, flexible working arrangements, professional development opportunities, and well-being and self-care workshops and initiatives.

All offers of employment are subject to the following:

- Endorsement of EQI's Child Protection Code of Conduct and Ways of Working
- Eligibility to work in Australia

## To Apply:

Please forward following documents or any questions relating to the position to [hr@equalityinstitute.org](mailto:hr@equalityinstitute.org) by **23 May 2021, 11:59 PM**.



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1. Your most **recent CV** outlining relevant qualifications, experience and publications.
2. Maximum 2 page **cover letter** addressing the **Key Selection Criteria** in the Job Advertisement (*if applicants do not address the selection criteria, the application will not be considered*).
3. **Two examples of relevant products, resources, or tools you have developed or delivered to promote gender equality in workplaces.**