

Equity principles underpin all UNE policies and procedures. The University is committed to EEO principles and values cultural diversity, and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

UNIVERSITY OF NEW ENGLAND

Position Statement

SCHOOL/DIRECTORATE:	Student Assist, Directorate of Student Administration and Services
POSITION TITLE:	Student Access and Equity Officer
CLASSIFICATION LEVEL:	Higher Education Officer Level 7
DATE CLASSIFIED:	20 June 2008
REPORTS TO:	Assistant Director (Student Services)

DIMENSIONS OF POSITION:

This position is located in Student Assist within the Directorate of Student Administration and Services at the University of New England. The Student Access and Equity Officer will report to the Assistant Director (Student Services) and will be located in the Student Assist group. The Directorate services over 18,000 students (4,000 Internal and 14,000 external). Approximately 2,000 students reside on-campus in the residential system. Student Assist incorporates personal counselling, career development, equity, disability and service quality services.

The Student Access and Equity Officer will be responsible for, under general to broad direction, providing authoritative advice to the various operational units of the University on student access and equity issues and equal opportunity issues. This role interacts with a broad range of staff and students across the campus and requires an ability to maintain effective working relationships with staff at all levels within the organisation. The position provides line management for staff working in the Student Disability/ Special Needs Unit.

This position provides the first point of contact for student access and equity issues and often requires the incumbent to deal with complex, highly sensitive and competing demands as a result of the variety of presenting issues of clients. The position is responsible to the Assistant Director for the development of access and equity policies, procedures, programs and practices for the students of the University. The position monitors and evaluates student equity in the University, and accordingly prepares plans and reports for the Vice-Chancellor including the submission to DEEWR through the University's Student Equity Plan.

In relation to Equity matters, this position will work closely with the Employment Equity and Diversity Officer, Human Resource Services

POSITION OBJECTIVES:

This position will manage the University's access and equity responsibilities, resources and advice on associated programs. This will involve providing authoritative advice and leadership to internal decision-making bodies, developing related policies and guidelines and developing equity and disability services within the University.

This position will also ensure that the reporting requirements for bodies external to the University and other legislative requirements are met such as for DEEWR and Disability Discrimination Commission.

DUTIES:

Under broad to general directions:

1. Responsible for the day-to-day supervision of the Unit and its team of staff.
2. Be responsible for the development and review of relevant University's policy and procedures on Student Access and Equity matters, ensuring compliance with legislation.
3. Provide policy and planning advice in order to assist the university to meet their responsibilities.
4. Undertake investigation, conciliation and mediation of informal cases of harassment and discrimination; and provide advice to the Assistant Director (Student Services) as necessary.
5. Provide authoritative advice and assistance to staff and students in the resolution of student grievances.
6. Assist in the preparation of operational plans for the Directorate.
7. Be responsible for managing, developing and implementing specialist programs.
8. Be responsible for the development, design and provision of educational services such as workshops, seminars and written material to staff and students in respect to access and equity issues.
9. Provide authoritative advice/leadership to senior managers on issues related to student access and equity.
10. Be responsible for developing and reviewing University policies, guidelines and procedures on access and equity and ensuring that they meet the requirements of current legislation.
11. Responsible for advising and assisting University bodies and appropriate staff on development of policies, processes and guidelines which are consistent with relevant legislation.
12. Monitor and report on access, participation, selection and success rates for students in identified equity groups. Monitor and review the implementation of the University Equity Plan
13. Perform the duties of Secretary of the Student Access and Equity Committee.

14. Ensure the University's policies and procedures relating to equal opportunity, risk management, occupational health and safety, quality assurance and records management are applied in relation to the responsibilities of this position.

QUALIFICATIONS AND SELECTION CRITERIA:

1. A relevant degree with substantial relevant experience; or extensive relevant experience and expertise; or an equivalent alternative combination of relevant knowledge, training and/or experience.
2. Demonstrated substantial experience in an area related to Access and Equity.
3. Demonstrated excellent analytical and research skills, as well as ability to prepare and implement policies, procedures and guidelines and reports in accordance with relevant legislation.
4. Demonstrated excellent problem-solving, analytical and diagnostic skills, with the ability to compile project plans, business proposals and analyses
5. Outstanding interpersonal skills including negotiation and conflict resolution and an ability to relate well to a wide cross section of the University, the broader community, peers, and external government and semi-government bodies, and to deal with complex, sensitive and ambiguous situations and issues
6. Excellent and demonstrated written and oral communication skills, including the ability to deliver oral presentations and prepare high quality programs.
7. Demonstrated high level organisational skills with the capacity to think and plan strategically.
8. Demonstrated staff supervision skills and the ability to develop and maintain a strong teamwork culture.
9. Strong user orientation, with demonstrated experience and understanding in responding to client needs.
10. Demonstrated ability to maintain strict confidentiality in a sensitive environment and to use sound judgement in responding to issues.
11. Awareness of OH&S, risk management, quality assurance, records management and EEO principles as they relate to this position.