

# Diversity and Inclusion Manager Position Description



<b>Position Title</b>	Diversity and Inclusion Manager
<b>Date Prepared</b>	30 July 2018
<b>Department</b>	Participation
<b>Organisation</b>	Athletics Australia
<b>Location</b>	Melbourne, VIC
<b>Basis</b>	Full time
<b>Award</b>	Sporting Organisations Award 2010
<b>Probation Period</b>	6 months
<b>Notice Period</b>	6 weeks
<b>Special</b>	This position will require some domestic travel, after hours and weekend work
<b>Reports to</b>	General Manager – Participation and Community Strategy
<b>Direct Reports</b>	Nil

## About Athletics Australia

Athletics Australia (AA) is the national governing body for the sport of athletics in Australia. We are committed to the health of all Australians by building and connecting Australian sport's largest and most active participation base and supporting our high performance athletes to achieve international success. Our vision is to create One Sport with well-supported, seamlessly connected competitions, programs and events delivering athletic activities to all Australians. Athletics Australia's operations are underpinned by our organisational values of inclusion, integrity, innovation and excellence.

There are 5 key objectives within the AA Strategic Plan. These are:

- **High Performance** - Create an environment for our HP athletes and coaches to achieve international success
- **Participation** - Build on our connection with Australian sport's largest participation base
- **Sport Delivery** - Deliver high quality, exciting and relevant competitions and events
- **Commercial** - Develop and deliver commercial value to grow the sport
- **One Sport** - Lead and deliver a seamless experience for our athletics community

Under the Participation pillar, the following key initiatives have been identified:

- Build a more meaningful connection with the recreational running community
- Evolve our coach education and development framework
- Influence the delivery of a positive athletics experience in schools, for students and teachers
- Lead the development of new team-based athletics products
- Ensure the athletics experience is inclusive of all Australians

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## Role Summary

The Inclusion Manager has overall responsibility for the coordination and management of several key Athletics Australia participation and inclusion programs. The Inclusion Manager is responsible for the coordination of the Athletics for the Outback Program (including the delivery of the Raise the Bar program); the coordination of para-athlete classification; the implementation of the Athletics Inclusion Framework; and AA's participation in initiatives such as the Pride in Sport Index. This position will require interstate travel and work on weekend and outside of business hours from time to time.

## Key Stakeholder Relationships

To fulfil the responsibilities, the position will need to develop and maintain effective relationships with a range of internal and external stakeholders including:

Internal	<ul style="list-style-type: none"><li>• AA staff across various departments including participation, compliance and legal, high performance, competitions, and finance</li></ul>
External	<ul style="list-style-type: none"><li>• AA Member Association Staff</li><li>• Australian Sports Commission (ASC)</li><li>• Government Department/Agency representatives including Department of Prime Minister and Cabinet (DPMC)</li><li>• University Partners</li><li>• Australian Paralympic Committee (APC)</li><li>• Little Athletics Australia and its member associations</li><li>• Schools</li><li>• Athletes / program participants</li><li>• Parents/guardians of program participants</li><li>• Indigenous Marathon Foundation (IMF)</li><li>• Recreational running organisations</li><li>• Suppliers, contractors and service providers, including AA accredited coaches</li></ul>

## Role Outcomes

- To be the national lead within AA on equality, diversity and inclusion issues with responsibility for developing and embedding the AA Inclusion Framework and Reconciliation Action Plan in conjunction with the AA General Manager – Participation and Community Strategy and other key stakeholders
- Advise, support and work collaboratively with AA Staff and Member Associations on projects across athletics to increase participation of all parts of the community
- Provide end to end project delivery support to the Athletics for the Outback (AFTO) Program and Raise the Bar Academy
- Develop resources and case studies to promote inclusive best practice in athletics
- Increase the number of para sport opportunities for athletes, coaches and officials by driving a collaborative approach with Member Associations and para-sport stakeholders

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## Key Responsibilities

The following key responsibilities and associated activities make up the Inclusion Manager role:

### *Athletics for the Outback (AFTO) Program*

- Assume responsibility for the coordination of all AFTO programs and activities
- Work collaboratively with the AA Member Associations and other partners to deliver the agreed activities associated with the AFTO program
- Track AFTO deliverables, including participation numbers against AA and DPMC objectives and program key performance indicators
- Manage the AFTO program budget
- Provide periodic reporting on the progress of the AFTO program to the General Manager – Participation and Community Strategy
- Produce the required AFTO reports for submission to DPMC to meet deadlines
- Develop and maintain positive relationships with local communities, agencies, contractors, participants, volunteers, and other program partners to ensure the effective and efficient delivery of the AFTO program

### *Raise the Bar Academy*

- Coordinate all aspects of the annual Raise the Bar Academy program, including:
  - Leading the application and selection process of the Academy in conjunction with Melbourne University
  - Coordinating all promotional activities associated with the Academy applications process and Academy activities
  - Acting as a key point of contact for participants, parents/guardians, community representatives
  - Work closely with other Athletics Australia and Melbourne University staff to organise presenters, venues, travel arrangements, accommodation, and logistical elements of the Academy program
  - Coordinate the Raise the Bar Academy celebration dinner
  - Manage the Academy budget

### *Inclusion Framework and Reconciliation Action Plan (RAP)*

- Contribute to the development and ongoing refinement of AA's athletics Inclusion Framework, including resources for AA Members Associations, clubs and individuals
- Lead the implementation of the Inclusion Framework, including the development, distribution and educative processes associated with its rollout
- Work to improve inclusive practices within Athletics Australia Member Associations and clubs
- In conjunction with the AA Executive, monitor the implementation of AA's RAP
- Assist in the production of reports to the Board and Executive regarding progress against the RAP

### *Para Athletics*

- Support the Athletics Australia network to improve the pathways for para-athletes to access the sport of athletics in Australia
- Oversee the delivery of para athlete national classification in conjunction with the AA Members Associations

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- Ensure systems and approaches are in place to make the journey for Para-Athletes from participation to competition a smooth and positive experience
- Build and maintain effective relationship with key para sport stakeholders including the APC, the ASC, State/Territory Sport and Recreation Departments, School Sport Australia, Little Athletics, and other relevant organisations
- Liaise with AA's High Performance Para Athletics staff
- Provide assistance to the Coaching Development Manager to ensure the delivery of appropriate para-athletic coach development and coach education programs/courses
- Liaise with relevant APC and AA Member Association staff to manage and coordinate national classification opportunities
- Provide advice to the AA Competitions Department to ensure the meaningful and appropriate delivery of para-athletic events and/or competitions
- Address non-High Performance related general para-athletic enquiries
- Work with the APC and Paralympic Preparation Program (PPP) staff to strengthen pathways for prospective athletes

## *General*

- Maintain contemporary knowledge of social issues impacting sport participation
- Champion the cause for more inclusive practices in Australian athletics to enhance participation
- Organise any professional development of AA's staff relating to diversity and inclusion
- Ensure compliance (for self and others) with all appropriate AA's Ethics and integrity policies and best practice.

## **Workplace Health and Safety**

These responsibilities should be read in conjunction with Athletics Australia's Workplace Health and Safety policy and procedures. Specifically:

- All employees should understand Workplace, Health and Safety (WH&S) principles and comply with the organisation's WH&S system
- All employees should adopt safe work practices that comply with WH&S requirements and must not wilfully place at risk the health and safety of any person in the workplace
- All employees should participate in relevant WH&S meetings, training and other activities
- All employees must wear personal protective equipment as required

## **Selection Criteria - Qualifications, Knowledge and Experience**

### *Essential*

- Tertiary qualifications in education, management, project management or other related field
- Significant and current experience of developing equality and diversity initiatives and implementing equality and diversity strategies within a sporting context
- Experience of successfully leading and/or managing several projects simultaneously
- Outstanding verbal communication and influencing skills with a proven ability to build and maintain effective relationships
- Experience in navigating complex and diverse stakeholder environments to achieve shared outcomes

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- Demonstrated ability to establish, implement, maintain and grow community partnerships to provide opportunities for inclusive participation
- Strong attention to detail and accuracy
- Well-developed interpersonal skills, with an ability to work in a team orientated environment
- Outstanding written communication skills
- Demonstrated experience in managing budgets
- Ability to work under pressure and to plan, prioritise and organise to meet deadlines
- Intermediate/Advanced knowledge of MS Office and other sport specific computer programs

## *Desirable*

- Previous experience working with indigenous communities and/or culturally and linguistically diverse groups
- An understanding of Paralympic sport and more specifically sport for para-athletes, including existing knowledge of the disability classification process and system
- Demonstrated understanding of the operations of a National Sporting Organisation operating within a federated structure, with experience and proven success in developing and delivering programs at the National and/or State level
- A current police and working with children check or the ability to obtain prior to the commencement of employment
- Driver's License (preferred)

*Given the demands of this role, and the nature of working in high performance sport, work outside standard working hours may be required in the evening and weekends – regular domestic travel will be required.*