

POSITION DESCRIPTION

Position Title:	Equity and Inclusion Coordinator
Remuneration:	\$75,424 gross per annum (based on a 5-day working week) + 12% Superannuation
Award Level:	Permanent Professional Level 5.1
Employment Type:	Part-Time (0.4 – 0.6 FTE)
Term of contract:	2-year Fixed Term contract
Award:	Educational Services (Post-Secondary Education) Award 2020
Business Unit:	People & Culture

OBJECTIVE

NIDA is committed to being an accessible and inclusive institution and is building its Equity and Inclusion Department. This role aims to provide project administration and coordination support to advance NIDA's equity, inclusion and access priorities. This includes the delivery of the Disability Inclusion Action Plan (2026–2028) and the ongoing Equity and Inclusion Strategy (2024–2027). Additionally, supporting the Head of Equity and Inclusion with stakeholder engagement and organisational impact across staff, students and the wider NIDA community. The Equity and Inclusion Coordinator will also work closely alongside NIDA's First Nations Unit.

KEY ACCOUNTABILITIES

- Support the Head of Equity and Inclusion in the delivery of key equity and inclusion programs and initiatives.
- Support implementation of NIDA's Equity and Inclusion Strategy and Action Plan.
- Support implementation of NIDA's Disability Inclusion Action Plan.
- Disseminate information across NIDA about the key work happening within the equity and inclusion portfolio.
- Coordinate communications of NIDA's equity and inclusion program and provide excellent event management support as required.
- Provide extra pastoral care to NIDA students from historically excluded communities.
- Provide administrative support to the Head of Equity and Inclusion as required.
- Undertake other relevant duties as required by the Head of Equity and Inclusion or their delegate.
- Adhere to all WHS requirements of the organisation and relevant associated legislation.

KEY PROFESSIONAL RELATIONSHIPS

Reports to: Head of Equity and Inclusion

Supervises: None

Internal: NIDA Executive and Leadership, Academic Departments, Student Services, People & Culture, Marketing, First Nations Unit, Facilities, Operations, WHS and Students

External: Industry Partners, Community Organisations, Consultants, Government and Regulatory Bodies

SELECTION CRITERIA

Essential:

- Ability to effectively multi-task and ensure a high attention to detail with competing priorities and deadlines.
- Demonstrated administrative experience with sound technical proficiency with Microsoft Office programs.
- Excellent written and verbal communication skills.
- Strong interpersonal skills and a demonstrated ability to work independently and as part of a team.
- Lived experience of social and cultural exclusion, and/or deep understanding of the experiences of marginalised people encountered in the working environment.
- Knowledge and understanding of and/or willingness to learn about social disadvantage in the arts and higher education.

Desirable:

- Experience in the performing arts and/or arts education training.
- Experience in a not for profit and/or government or educational environment.
- Knowledge and understanding of intersectionality, and the experiences of First Nations, people of colour, people with disability, women and the LGBTQIA+ communities.

CONTINUOUS REVIEW

This Position Description may be reviewed and updated on a regular basis to reflect changes in the requirements of the position.

We are committed to creating an inclusive and supportive environment. If you require any reasonable adjustments during the application or interview process, please don't hesitate to email us at: peopleandculture@nida.edu.au