

ROLE DESCRIPTION



MAKE GREAT HAPPEN



Role Title	Gender Equality, Disability and Social Inclusion (GEDSI) Manager	Job Ad Reference	TQ2024-196
Region or Business Unit	TAFE Queensland	Location	Regional Head Office
Portfolio	Australia Pacific Training Coalition (APTC)	Manager	Director Skills and System Strengthening
Classification Salary	NS6		
Employment Status	Fixed-term, Full-time to 31 March 2025		

About TAFE Queensland and the Australia Pacific Training Coalition

TAFE Queensland is the largest and most experienced Vocational Education and Training provider in the State. For more than 140 years, TAFE Queensland has delivered practical and industry-relevant training to provide students with the skills and experience they need to build lifelong careers. Our training is delivered to students and apprentices on-site, online, in the workplace, on-campus and in markets offshore to give people the skills they need to enrich their communities, support their industries and strengthen their local economies.

TAFE Queensland also implements the Australia Pacific Training Coalition (APTC) on behalf of the Department of Foreign Affairs and Trade (DFAT). APTC is a centre for training excellence, providing Australian-standard training qualifications and skills across the Pacific and Timor-Leste. As Australia's key Technical and Vocational Education and Training (TVET) investment in the region, APTC works collaboratively with TVET stakeholders to achieve training delivery outcomes and reforms to national and regional TVET systems.

APTC has country offices in Fiji, Vanuatu, PNG, Samoa, Solomon Islands and Timor-Leste and representatives in Kiribati, Nauru, Tonga and Tuvalu. The Country Offices are supported by a range of services provided from a regional head office located in Suva, Fiji.

By working at TAFE Queensland, you can be part of a highly experienced workforce closely connected with their industries and dedicated to delivering best practices and innovative training for our students, TVET partners and the Government of Australia.

For more information about TAFE Queensland visit: www.tafeqld.edu.au

For more information about the APTC visit: www.aptc.edu.au

Your Opportunity

The GEDSI Manager has key responsibility leading the APTC Gender Equity, Disability and Social Inclusion (GEDSI) strategy for APTC to positively transform the organizational culture for staff and students.

The incumbent will be expected to lead the development, implementation and review of APTCs GEDSI strategy, frameworks and guidance, and ensure alignment of organisational policies and practices with the GEDSI strategy.

The role will directly influence and collaborate with a vast range of stakeholders, both internal to the organisation and externally.

The position will be based at the regional office in Suva, Fiji and may involve travel to Vanuatu, PNG, Solomon Islands and Samoa or other countries in the Pacific.

This position reports to the Director Skills and System Strengthening.

Key Responsibilities

Strategy and Policy Development

- In consultation with both internal and external stakeholders, lead the development, implementation and review of the APTC GEDSI strategy.
- Provide direct and matrix leadership to country programmes and GEDSI staff to develop and support their work on gender equality and ensure that it aligns with the broader GEDSI strategy.
- Lead planning, implementation and, resourcing of approved GEDSI projects to achieve better outcomes for women, people living with disabilities and other marginalized groups.
- Develop, implement and review policy and programming frameworks, guidance and tools for gender equality and social inclusion.
- Provide guidance and advice to managers and decision makers for gender mainstreaming in APTCs programmes.
- Coordinate the planning, implementation and reporting of GEDSI related activities and projects.
- Facilitate the ongoing review of the APTC GESI framework to ensure that operations are meeting the required outcomes and provide regular reports to the accountable manager.

Research, Analysis and Innovation

- Oversee the development of and support the implementation of monitoring and evaluation frameworks to build the evidence base for APTC's impact on gender equality and social inclusion.
- Working collaboratively with key internal and external stakeholders, develop and implement APTC GEDSI research to build evidence in support of working with gender equality and social inclusion.
- Lead innovations in developing and testing new procedures, approaches and models to expand the range of GEDSI projects and activities.
- Provide high-level analysis of feedback from APTC surveys (student, employer and graduate surveys) and, in consultation with the Skills for Employment and Training Director, drive improvements to training delivery to ensure the ongoing emphasis on improved GEDSI outcomes.
- Represent APTC at GEDSI forums, providing authoritative and innovative contributions to GEDSI practice across the region.
- Support and enhance the capacity of APTC staff, TVET coalition partners and stakeholders to work in a GEDSI responsive manner ensuring gender sensitivity and social inclusion.

Leadership, Management and Organisational Development

- Provide direct and matrix leadership to GEDSI staff to develop and support their work on gender equality and ensure that it aligns with the broader GEDSI strategy.
- Provide coaching and advice to senior leaders and managers to support their implementation of GEDSI initiatives.
- Work closely with the Performance, Monitoring and Evaluation Manager to contribute GEDSI content for corporate reports.

How you will be assessed

Within the context of the role description, the ideal applicant will be someone who has the following key capabilities:

1. Demonstrated experience leading a GEDSI or diversity, equity & inclusion team, including programme development, implementation and monitoring, evaluation and research
2. Highly developed understanding of social justice and inclusion principles with experience in producing high level strategic plans and policies
3. Experience in coordination of Pacific GESI stakeholder groups and an understanding of development issues and challenges.
4. Familiarity with the DFAT and United Nations gender equality and disability declarations and human rights treaties.

5. Excellent verbal, written and ICT skills, and an ability to prepare quality responses and reports.

Qualifications / Requirements

Mandatory requirements:

- Degree level qualification in Gender Studies, Gender and Development or equivalent.

Highly desirable requirements:

- Experience working within an educational organisation.
- Experience working on an aid-funded project, preferably Australian Government.

How to Apply

To apply for this role, please provide the following:

- A covering letter that outlines your proven knowledge, skills and experience in response to the “How you will be assessed” criteria above (maximum of 2 pages).
- A current detailed Curriculum Vitae/Resume which outlines your relevant work experience and any other information that is relevant to this role. Please include copies of relevant qualifications and the contact details of two referees (one of whom is your current supervisor/manager).

Additional Information

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.
- The incumbent is expected to be collaborative, flexible and willing to assist others during peak periods and absences, as required.
- A criminal history check will be initiated on the preferred applicant.
- The successful applicant will be required to complete a period of probation.
- The possession of a motor vehicle driver's licence is essential.
- If the preferred applicant has been engaged as a lobbyist, a statement of their employment will be required.
- A non-smoking policy applies in APTC buildings, offices and motor vehicles.
- The preferred applicant maybe required to obtain a Working with Children's Check.
- You may be required to undergo a medical check.
- You may be required to travel and work across various APTC locations.
- Travel and overnight absences from base may be required for this position.