



## Position Description

<b>Position Title</b>	HR and Operations Coordinator (Parental leave cover)
<b>Location</b>	Melbourne-Ability to work remotely
<b>Reports to</b>	Director of Finance and Operations
<b>Direct Reports</b>	0
<b>Employment Status</b>	Part-Time (0.6)
<b>Start Date</b>	December 2021

### Who we are

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)

## 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.

## Overview of Position

**This is a parental leave cover role for 8-9 months starting in mid December 2021.**

Part of a small, collaborative team committed to continuous improvement, the HR and Operations Coordinator will provide tailored advice and guidance on critical organisational functions and support initiatives to improve EQI's existing systems and processes. The role works collaboratively across teams in Australia and internationally with a strong focus on diversity and inclusion, providing support across human resourcing and operational functions to drive the organisations strategic vision, values and approach. You will be responsible for planning and coordinating EQI's human resourcing and contract management systems and processes.

## Key Duties and Responsibilities

- Develop and update all necessary HR policies and streamline internal HR systems and processes required for organisational effectiveness and prudent risk management
- Coordination and support of EQI's Human Resource Management, including; job design, recruitment and selection, employee reward, employee relations, work planning, reviews and professional development
- Contribute to and drive the development of the organisations Diversity, Equity and Belonging Action Plan and guidance documents
- Improve operational management systems, process and best practices that guarantee organisational and staff well-being in alignment with our values
- Manage recruitment and selection processes, including onboarding and contracting of consultants and field researchers in various countries and locations
- Contracting consultants for engagement
- Understand, document and communicate HR and payroll compliance and regulatory requirements for operations both in Australia and internationally.
- Continued management of OHS&W initiatives and monitoring Employee Assistance Program
- Monitor, advise and comply with Workplace Health and Safety – COVIDsafe workplace requirements
- Support team workshops/facilitation/retreats/training as necessary
- Support to the Director of Finance and Operations and the Management team as required

## Key Selection Criteria

### *Essential*

- Tertiary qualification in Human Resources Management, Business Management or equivalent
- Minimum three (3) years' professional experience in a relevant organisation, preferably in people and culture, coordinating operational and HR processes
- Proven record in all facets of the employee lifecycle including recruitment, development, and performance management

- Demonstrated experience monitoring and managing OH&S risks including risks to staff and the organisation
- Demonstrated success in policy development and implementation, developing effective systems and processes
- Demonstrated experience working with people from diverse cultural backgrounds, including diverse and marginalised communities within or outside of Australia
- Outstanding verbal and written communication and interpersonal skills including relationship building, influencing and employee coaching skills
- A track record in the strategic and operational systems and process management of a growing organisation

### ***Desirable***

- Knowledge of the international development sector, specifically in relation to gender issues in development.
- Experience working in the non-governmental organisation (NGO) or international development sector.
- Facilitation and training skills

### ***Skills and values***

- Aligned to the core intersectional feminist values of The Equality Institute.
- Proactive and enthusiastic team player with a demonstrated ability to see the bigger picture, think strategically and build capacity in others
- Strong sense of integrity, professional ethics and commitment
- Excellent interpersonal, influencing, negotiation and problem-solving skills.
- Highly motivated with an ability to work equally effectively in team environments as well as on tasks which require high levels of initiative, autonomy and independent action.
- Excellent attention to detail, time management and organisational skills with commitment to accuracy and quality.
- Ability to work proactively and with flexibility as part of a small team including people of different roles, backgrounds, and abilities.
- Exceptional analytical skills with an ability to improve systems and procedures at all levels.

## **Terms and Conditions**

### ***Salary and benefits***

\$70K per annum plus 10% 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:

- Current National Police Record Check
- Endorsement of EQI's Child Protection Code of Conduct and Ways of Working
- Eligibility to work in Australia