



Pride in Action Network

Committee Roles and Selection Criteria

December 2020 – December 2022

Overview

The inaugural Pride in Action Network Committee was established in January 2019 to lead the Pride in Action Network members, strategy and program of work, with individual committee members appointed for a duration of two years. We are now in the process of recruiting new committee members for a select number of positions.

The Pride in Action Network committee recognises the inherent value and richness of diversity, and the associated benefits of fostering an inclusive environment. We recognise the breadth of identities seen across the LGBTQIA+ community, both in orientation and expression, and the shared intersections of diversity many in our community experience. We celebrate the evolving diversification of our community and aspire for meaningful inclusion which both acknowledges and celebrates this transformation.

Currently, the Pride in Action Network Committee sees diverse representation across gender, ethnicity, ability, faith, and LGBTQIA+ orientation and expression. Our diverse representation has strengthened the insights, viewpoints and cohesiveness of our committee in working towards our shared goals and vision. To uphold this value moving forwards, we warmly encourage people of all diverse lived experiences to apply. We commit to implementing an equitable selection process and will actively recruit for diversity.

Submission and Selection Process

All nominees are invited to submit their nomination (maximum two pages) by 11th October 2020.

1. Nominations must address the core competencies and key selection criteria for their desired role, as well as the following two criteria:
 - a. Previous engagement with the LGBTQIA+ community and/or other diverse/marginalised communities
 - b. Respectful and open to learning and practice the values of diversity, intersectionality and cultural humility
2. Please send a copy of your nomination to: pride-network@unimelb.edu.au
3. Please indicate in the subject line the following: Nomination for Pride in Action Network Committee - <<enter role>>
4. Within the body of the email, please indicate whether you are a staff member or a student, and the division or faculty that you are associated to.

Nominations will be short listed, with short listed candidates invited to a Zoom discussion with committee members, scheduled between 19th to 23rd October 2020.

All unsuccessful nominees will be advised in writing at the conclusion of the selection process.



Key Committee Roles & Key Selection Criteria

Committee Co-Chair (Staff)

The Committee Co-Chair (Staff) in consultation with the Committee Co-Chair (Student) and Executive Sponsor is responsible for:

- Ensuring the Ally network and the committee is operating effectively and meeting agreed objectives, initiatives are delivered on time, within budget and of high quality
- Maintaining communication with Committee and Network members through designated channels (email and Microsoft Teams)
- Providing leadership to the Committee and the Network to ensure they implement activities effectively and efficiently
- Monitoring the goals and strategies of the Committee in line with Network member expectations
- Attend the Victorian University Allies Network quarterly meetings
- Manage day to day running of the network including liaising with internal and external stakeholders
- Work closely with the Executive Sponsor and the Diversity and Inclusion Project Lead to co-ordinate and align the network activities with the wider University diversity and inclusion strategies and plans
- Establishing agendas, along with relevant documents / papers to be circulated to all committee members at least 5 working days prior to committee meetings
- Ensure the committee members are aware of their obligations and all comply with their responsibilities
- Officiate committee meetings alongside the Committee Co-Chair (Student)

The chair from time to time may be called upon to represent the university in lieu of the Executive Sponsor and act as a spokesperson at events, functions or meetings.

Core Competences and Key Selection Criteria:

- Leadership – the ability to inform and brief fellow committee members and the members of the network on current matters and strategies, and the ability to lead constructive and timely discussion and debate
- Knowledge of governance process and procedures – the ability to facilitate the governance process and ensure compliance with University policies and processes
- Community acumen – having a strong understanding of the key elements of LGBTQIA+ inclusion in a community and higher education context and the University's strategy and objective in relation to LGBTQIA+ inclusion
- People Skills – experience in motivating, managing and dealing with people, including evaluating performance, succession planning and dispute management



Secretary

The role of the secretary is to support the committee chair to ensure the smooth functioning of the committee and the broader network. The secretary is responsible for:

- Ensuring meetings are effectively organised (ie liaising with the chair to plan meetings, receiving agenda items from committee members, circulating agendas and papers, circulating approved minutes, monitoring the process of the agreed / assigned actions and providing reports where requested)
- Maintaining effective records and administration leading to the development of reports provided at least six-monthly to the Diversity and Inclusion Steering Committee
- Convene selection committees to review and appoint new committee members
- Upholding the committees requirements as set out in the terms of reference
- Ensuring committee communications and all correspondence is managed effectively
- Ensuring discussion on agenda items and related topics are productive
- Ensuring meeting minutes are captured, accurate, retained, included and reviewed at next meeting
- Schedule meetings, ensure the meetings are called in accordance to the terms of reference

Core Competences and Key Selection Criteria:

- Strong administration skills – demonstrated skills and ability to manage conflicting and at times concurrent priorities
- Knowledge of governance process and procedures – the ability to facilitate the governance process and ensure compliance with University policies and processes
- Community acumen – having a strong understanding of the key elements of LGBTQIA+ inclusion and their issues and the University's strategy and objective in relation to LGBTQIA+ inclusion
- Effective communication and interpersonal skills



Marketing and Communications Officer

The primary function of the Marketing and Communications Officer is to work with the Marketing and Communications Lead on campaigns and initiatives, and to develop and support the Committee's communication strategy. They are responsible for:

- Building a unified branding and message about the network;
- Along with all members of the committee, creating and maintaining a sense of community and accessibility via specifically designed network collateral to support events and initiatives;
- The development and delivery of various communications as agreed by the committee, particularly the Pride in Action monthly newsletter and target event campaigns;
- To establish and maintain formal and informal communications channels for network members to engage and interact;
- Supporting the committee in promoting events and initiatives when required and ensuring the network members are updated and are provided with feedback on committee decisions and discussions related to committee plans, events and activities.

Core Competences and Key Selection Criteria:

- Knowledge of governance process and procedures – the ability to facilitate the governance process and ensure compliance with University policies and processes
- Community acumen – having a strong understanding of the key elements of LGBTQIA+ inclusion and their issues and the University's strategy and objective in relation to LGBTQIA+ inclusion
- Interpersonal skills – strong interpersonal skills that interplay with strong communication and engagement skills that enable effective member engagement, development and attraction of new members
- Communication skills – demonstrated communication skills via various channels, including targeted communications with executive teams, and establishing marketing/communications contact networks within the University
- Website management – experience using the University's Matrix CMS
- E-newsletter management – experience using an e-newsletter platform (we use Mailchimp)



Staff Representatives (x2 positions)

The primary purpose of the Staff Representatives is to represent the voice of Pride in Action Network staff members. With an aim of improving the wellbeing of LGBTQIA+ staff at the University, the Staff Representatives work collaboratively with University stakeholders and Network members in the implementation of inclusion initiatives.

Staff Representatives also provide a medium for Network members to raise ideas, potential initiatives, issues and concerns to the Network committee. Key responsibilities are:

- Engaging with network members to elicit their feedback and contribution into committee and university projects and initiatives
- Creating campaigns to attract new members and engage with current members
- Engaging with network members and facilitating activities to maintain the momentum of the network
- To maintain and build collaborative relationships with department stakeholders to collaborate on institution wide LGBTQIA+ inclusion initiatives
- To maintain accurate records of network membership, including the number of members, member contact details, any distribution lists in accordance with the University's privacy and confidentiality policies
- To support the co-ordinate expressions of interest from network members for vacant committee roles

Core Competences and Key Selection Criteria:

- Knowledge of governance process and procedures – the ability to facilitate the governance process and ensure compliance with University policies and processes
- Community acumen – having a strong understanding of the key elements of LGBTQIA+ inclusion and their issues and the University's strategy and objective in relation to LGBTQIA+ inclusion
- Interpersonal skills – strong interpersonal skills that interplay with strong communication and engagement skills that enable effective member engagement, development and attraction of new members
- Communication skills – demonstrated communication skills via various channels



Events Manager

The events manager will be responsible for developing and delivering events supporting key LGBTQIA+ dates as agreed by the committee and the Executive Sponsor. The incumbent will also be required to partner with the wider diversity and inclusion divisional committees, LGBTQIA+ committees and networks to deliver events that engage with the whole university community across all campuses, along with:

- Develop event concepts to present to the committee for endorsement
- Planning, managing and delivering high quality events from end-to-end, on time and within budget
- Engage, utilise and mobilise network members to develop event concepts and support their delivery
- Produce post event impact reports

Core Competencies and Key Selection Criteria:

- Knowledge of governance process and procedures – the ability to facilitate the governance process and ensure compliance with University policies and processes
- Community acumen – having a strong understanding of the key elements of LGBTQIA+ inclusion and their issues and the University's strategy and objective in relation to LGBTQIA+ inclusion
- Event delivery – demonstrated experience in deliver of events or participation on event organising committees and is familiar with the University's event policies and procedures and requirements
- Effective management – ability to prioritise and manage multiple, conflicting or concurrent projects