# POSITION DESCRIPTION – D&I Research and Content Manager

Employee Name: Pronouns:

Position Title: Department:

Manager: Location: No preference

Employment Type: Date of Last Review:

## Role Purpose

Working as a key member of the research team, the D&I Research and Content Manager will project manage DCA research into publication including research and writing, editing, engage with multiple internal and external stakeholders, sponsors and partners and keeping the website content up to date and reflects our most recent research and offerings. Through this, they contribute to DCA’s research projects, leading diversity and inclusion thinking.

## Values In Action

* **Inclusion** - We create a diverse, equitable and safe workplace where everyone is respected and connected and able to develop and contribute at work.
* **Fortitude** - We have bravery and stamina in our approach to navigate the discomfort and challenges that sometimes come with our work.
* **Growth Mindset** - We learn, unlearn and relearn by being open to different perspectives, constructive feedback and evidence.
* **Excellence** - We deliver high quality, innovative and valued expertise and services that set the standard.
* **Collaboration** - We leverage each other’s skills, expertise and lived experience to learn from each other and harness creativity through diversity.

**At DCA high performance and success is measured not only about by the completion of tasks and responsibilities, but also the way we demonstrate our values in action.**

## Key Responsibilities

### Contribute to leading diversity thinking, research and practice through research projects, member and non-member enquiries for DCA Events

* Project manage DCA’s evidence based research projects being completed to a high standard and on time. This includes literature review, community consultation (such as surveys), writing evidence based research.
* Ability to effectively coordinate multiple research projects simultaneously, ensuring timely delivery while maintaining high quality research practice and writing. Research member inquiries and compile and send timely responses based on latest thought leadership & leading practice.
* Reviewing, updating and writing DCA website content to ensure it is updated and reflects current leading practice.
* Provide collaborative support for other Research Leads including support on stakeholder communication, research updates, writing and providing feedback and insights.

### Project Management and Stakeholder Engagement

* Cross team collaboration - Liaise with internal stakeholders on communications and promotions of research launches, design and publication of research and event launches.
* Partnership engagement and collaboration – Liaising with external stakeholders on research projects including co-managing the project, administering meetings and communicating different research themes, co-writing with organisations.
* Facilitating expert panels discussions: Facilitating community and expert panel consultations for research.

### Internal Collaboration across departments to bring internal experts perspectives across the business

* Collaborate and review draft documents to reflect latest DCA research across areas of expertise.
* Contribute to papers and submissions.

## Important Skills and Capabilities

**Research Experience**

* Experience working on large research projects with external and internal stakeholder
* Experience working on technical evidence based research projects
* Experience writing research reports
* Experience conducting literature reviews/searches
* Qualitative and/or qualitative research and data management skills and experience including ability to administer surveys, analysing and reporting on findings
* Survey design: Experience in community consultation and bringing in lived experience and expert insights into a research project for example, survey design for community consultation, facilitating expert and lived experience panel (desirable)

**D&I Knowledge**

* Interest and expertise in particular or broad areas of D&I.
* Interest and desire to continually learn about D&I through our own and external events, research, resources and tools.
* Attend training and upskilling activities within the DCA training calendar.

**Communication Skills**

* Effective written and verbal communication skills.
* Use inclusive language when communicating internally and externally, and follow our guidelines of language being respectful, relevant and accurate.
* Ability to translate and synthesising complex, academic information and insights into accessible resources to engage the business audience (such as reports, toolkits, guides, web content, and Board briefs).

**Proficient IT Skills**

* MS Office proficient: Comfortable following our guidelines on Teams, Sharepoint, Word and PowerPoint presentations.
* Comfortable to be upskilled in WordPress and web content development software
* Comfortable to be upskilled in Power BI, and research tools platforms such as Jamovi or SPSS, Nvivo or Taguette and survey design platforms such as Survey Monkey etc.
* Comfortable to be upskilled and use Asana our project management tool.
* Comfortable to be upskilled and use our CRM and Website and other marketing tools depending on your role.

**Values-based inclusive practice**

* Having a growth mindset and constantly learning about inclusive leading practice in workplaces
* Ability to quickly pick up expertise in other D&I areas if you do not already have it
* Ensuring workplace practice is inclusive such as inclusive communication and writing, research methodology
* Respecting lived experiences of team members and the broader community, particularly marginalised people such as culturally and racially marginalised people, First Nations peoples, LGBTQ+ people, people with disability.

Please note that currently, no one reports to this role.

## Research Principles at DCA

**DCA research is grounded in the contributions of people with lived experience**. DCA projects use expert panels, focus groups, think tanks and surveys to make people with lived experience central to the project findings.

**DCA research is ahead of the curve.** It establishes leading diversity thinking and practice, enabling Australian organisations to re-imagine and reconfigure the way they manage talent in today’s dynamic operating environments.

**DCA research drives business improvement**. It is high impact, driving business improvement through providing evidence-based guidance on how to fully leverage the benefits of a diverse talent pool.

**DCA research is practice focused.** It responds to the information needs of industry leaders and the people they employ.

**DCA research speaks to the Australian context**. DCA projects generate leading diversity thinking and practice that speaks to Australia’s unique and distinctive institutional, cultural and legal frameworks.

**DCA research considers a spectrum of diversity dimensions.** A spectrum of diversity dimensions are investigated including Aboriginal and/or Torres Strait Islander background, age, caring responsibilities, class, culture, disability status, gender identity, race, religion, and sexual orientation.

Employee’s Name Manager’s Name

Date Signed Date Signed