



Position Description

Position Title:	Melbourne Children's LGBTIQ+ Coordinator
Salary Range:	Individual Contract
Reporting Manager:	Chair Campus LGBTIQ+ Collective
Direct Reports:	None

Melbourne Childrens Campus

The vision for the Melbourne Children's Campus (the Campus) is to be an international academic centre of excellence. Since 2008, The Royal Children's Hospital Melbourne, Murdoch Children's Research Institute, the University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation have worked in partnership to enhance collaboration and cooperation and provide strategic leadership and advocacy.

Melbourne Children's is also the physical co-location of the four Campus partners within a single, purpose-built, and multi award winning Campus in the city of Melbourne. Melbourne Children's is a fully integrated paediatric teaching hospital and research institute which is unique in Australia and acclaimed internationally.

The purpose of Melbourne Children's is to collaborate, as world leaders, in advancing child and adolescent health through prevention, early intervention and health promotion, together with the highest quality clinical care, outstanding research and comprehensive education and training.

What is it like to work for us?

We are committed to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration, and dignity. We are also committed to developing our People and fostering an environment where learning and development is central to our staff reaching their full potential.

LGBTIQ+ Campus Strategy

In 2022 the Melbourne Children's LGBTIQ+ Collective was established. Comprising over 100 dedicated LGBTIQ+ staff, students, and allies, the Collective has emerged as a voluntary force committed to confronting discrimination and dismantling stigma. Our mission is to cultivate an environment of safety and inclusivity for LGBTIQ+ staff, students, patients and research participants on Campus. In 2023, the Collective was funded by the Royal Children's Hospital Foundation to co-develop and implement a formal, ambitious LGBTIQ+ inclusion and advocacy Strategy for the Campus. The Strategy's essence will lie in its direct response to the needs and priorities of LGBTIQ+ staff, students, patients and research participants on Campus.

We want to give all children the opportunity to live a healthy and fulfilled life and contribute to a world where all kids thrive. The LGBTIQ+ Campus Strategy actively seeks to strengthen our response to the known, specific challenges that LGBTIQ+ children, young people and families face in receiving quality clinical care, and proactively include their experiences and knowledge in research, education and training.

Role Overview:

The Campus is seeking an experienced and passionate individual from the LGBTIQ+ communities to assume the new, vital role of LGBTIQ+ Coordinator.

This role will be pivotal in facilitating and implementing a transformational LGBTIQ+ inclusion and advocacy Strategy, aimed at fostering a safe, supportive, and inclusive environment for LGBTIQ+ staff, students, patients, and research participants on Campus.

The role will report to the Chair of the LGBTIQ+ Campus Collective, and work in close collaboration with diverse teams across the Campus.

Key Accountabilities

Facilitating Strategy Development and Implementation:

- Work with the LGBTIQ+ Collective in the development and implementation of the LGBTIQ+ inclusion and advocacy Strategy, ensuring a safe and respectful environment for LGBTIQ+ staff, students, patients, and research participants.
- Establish and maintain strong working relationships and partnerships across the Campus, creating and strengthening networks and partnerships to inform and enable the Strategy.
- Foster an environment of inclusion and acceptance, drawing on expertise in inclusion efforts in health and research contexts.
- Draft reports and updates for diverse Campus stakeholders; facilitate and schedule meetings as required.

Community-Focused Collaboration and Engagement:

- Actively engage with diverse stakeholders, acknowledging and valuing the unique perspectives within the LGBTIQ+ community.
- Foster open communication, ensuring the Strategy is developed collaboratively through co-design and co-production with the active involvement of the LGBTIQ+ Collective and allies.
- Develop and maintain effective and productive relationships with Campus and external stakeholders, including LGBTIQ+ community groups, Campus partners, and external allies. Utilise existing community and sector networks to amplify these.
- Cultivate partnerships with team members to collaboratively build work stream-specific plans for the LGBTIQ+ inclusion and advocacy Strategy, ensuring clarity in project phases, objectives, activities, timing, milestones, and deliverables.
- Prioritise the principles of equity and justice, recognising and addressing historical and systemic disparities through a collaborative and community-led lens.

Networking, Capacity Building and Education:

- Develop, facilitate, support and/or deliver LGBTIQ+ inclusive education and training to staff.
- Coordinate a Campus program of networking events, and LGBTIQ+ Days of Significance and Celebration.

Organisational Development:

- Contribute to policy development and alignment; and data collection, analysis and reporting.
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Qualifications and Experience

- Identify as a member of the sexuality, sex and/or gender diverse (LGBTIQ+) communities.
 - A strong track record of leadership in fostering an inclusive and accepting environment for LGBTIQ+ communities.
 - Strong organisational and project management skills, with the ability to develop and implement project plans, ensuring clarity in objectives, activities, timing, milestones, and deliverables.
 - Experience in developing and implementing inclusive organizational programs, with a focus on diversity, equity, and inclusion - preferably in health and/or research.
 - Excellent interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders, including LGBTIQ+ community members, groups, Campus partners, and allies.
 - Knowledge of best practices in diversity, equity, and inclusion, and a commitment to continuous learning in this field.
 - Experience/demonstrated interest in delivering LGBTIQ+ affirmative education and training programs for staff (highly desirable).
 - Experience in co-design and co-production approaches to enabling change (highly desirable).
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Conditions of Employment

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- Working with Children & National Police Clearance (if appointed) in compliance with the Victorian Governments Child Safety Standards.
 - The right to reside and work in Australia and you meeting any applicable visa conditions.
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Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community.
 - Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role.
 - We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Standards Policy.
 - Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely.
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Special Measures

We are invoking [Special Measures](#) to specify that the LGBTIQ+ Coordinator role is filled by a member of the sexuality, sex and/or gender diverse (LGBTIQ+) communities. The Equal Opportunity Act 2010 allows and encourages organisations to treat people differently in specific situations, if those organisations are taking action to address inequality for disadvantaged groups. Equal opportunity is about ensuring everyone has a fair go. Sometimes, to overcome discrimination, different approaches are required for different groups - equality does not necessarily mean treating everyone the same way. The law recognises that disadvantaged groups may need special assistance to ensure they receive the same opportunities as everyone else.

We invoke special measures in order to:

1. **Address Inequality:** By specifying that the LGBTIQ+ Coordinator role be filled by a member of the LGBTIQ+ communities, we are taking proactive steps to address known discrimination and ensure that LGBTIQ+ individuals have equal opportunities across the Campus.
2. **Leverage lived experience and authentic representation:** We know that individuals with lived experience are uniquely positioned to understand and address the needs of their communities. By prioritising the recruitment of an LGBTIQ+ Coordinator who identifies as a member of the LGBTIQ+ communities, we effectively leverage lived experience to ensure safe, authentic representation and culturally competent advocacy within our Campus and community.
3. **Enhance safety and engagement:** We know that employees who share lived experiences with the communities they serve demonstrate higher levels of empathy and engagement. A coordinator who can relate to the specific experiences of the LGBTIQ+ community will bring necessary safety and a unique perspective, empathy and effectiveness to the role. This will enable them to foster positive impact, compassion, and an intersectional approach while facilitating the inclusion and advocacy strategy on Campus.

By invoking special measures for the LGBTIQ+ Coordinator role, we reaffirm our commitment to equality, diversity, and inclusion across the Campus. By prioritising the recruitment of an LGBTIQ+ Coordinator with lived experience, we strive to address inequality and foster safety through authentic representation, empathy and culturally competent advocacy.

As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.