

POSITION DESCRIPTION



Position Title: Index Project Manager
ACON Pride Inclusion Programs

Work Level: Operational

Reports to

Director, ACON Pride Inclusion Programs

Position Overview

ACON's Pride Inclusion Programs comprise three not-for-profit employer support programs for the inclusion of people of diverse sexualities and genders within our workplaces, sporting environments and health and wellbeing settings.

In addition to membership-based support programs, Pride Inclusion Programs run three national benchmarking indices providing the largest national annual data set on the impact of inclusion initiatives on the lived experience of people with diverse sexuality and/or gender within these settings.

As an integral part of this team, this role will report to and work closely with the Director to provide crucial administrative and operational support for all indices in addition to managing team marking processes, maintaining complex scoring mechanisms and reporting on data trends and findings for incorporation into reports and publications. This person will also be a key contact point for all index enquiries.

This role is suitable for someone with an exceptional service ethic, exemplary organisational skills, high attention to detail and someone who can demonstrate skills in extracting and analysing data. Advanced Excel and formula building skills essential.

Main Activities

- **Management of internal processes regarding Index submissions and marking:**
Ongoing maintenance and management of all administration processes pertaining to all index submissions. This includes member and team communications, Q&A workshops as required for staff, development of process documentation, processing and receipt tracking, record management, oversight of marking and results generation.

HUMAN RESOURCES USE ONLY		
APPROVED	Index Project Manager	3 September 2021
– Director, Pride Inclusion Programs		
– Manager Human Resources		

- **Management of processes regarding Survey:** ongoing maintenance and management of all administrations for Survey platform, filtering, and extraction; distribution of unique/confidential Survey links to participants; ongoing communication to participants
- **Development/Maintenance of all Index Tools/Documentation:** Annual maintenance of all submission forms & **scoring** instruments, guidelines, web content and support documentation relevant all indices. Includes complex automation formulae and formatting across all worksheets, detailed cross-referencing and product testing.
- **Key Contact Point** for all incoming index enquiries and submissions; including communication to external key contacts, updates to any documentation, assistance with submission difficulties, maintenance of distribution list(s).
- **Data Analysis (ongoing):** filtering, extraction and analysis of data from annual AWEI Survey results for Practice Point, publications, miscellaneous communications and team presentations.
- **Website:** Content management of the AWEI website and assistance with PSI and HWEI websites, with current and accurate information regarding all results.
- **General AWEI administration support** as required such as proofreading all AWEI publications (and those relevant), publication distribution and communications.

Other Ongoing Activities:

- Perform other support duties to assist with the work of the Director and the unit as requested.
- Provide events support for all divisional events as/when required.
- Actively participate in and contribute to on-going divisional team meetings, general staff meetings, quality improvement and professional development strategies.

Selection Criteria

Essential:

1. Ability to write complex formulae within Excel and maintain complex Excel spreadsheets
2. Proven ability to efficiently manage competing tasks and priorities from multiple team members
3. Superior time management skills
4. Effective and professional communicator, experience liaising with people across a wide range of industries and at various levels of seniority, both verbally and in written correspondence
5. Demonstrated attention to detail and ability to apply this to daily work and records maintenance

6. Ability to work independently and as part of a collegiate team
7. Demonstrated ability to manage changing and competing priorities and workloads in a small team environment and to use initiative to consistently achieve results

Desirable

1. Experience maintaining websites
2. Knowledge of, or experience working in Diversity & Inclusion, LGBTQ Inclusion, or employee networks
3. Understanding of and commitment to ACON's communities, particularly people living with HIV
4. Any background or experience in data collection, research, analysis