


POSITION TITLE:	Diversity & Inclusion Advisor	CLASSIFICATION:	Band 6
REPORTS TO:	Head of People Capability	CONTRACT:	Permanent
DEPARTMENT:	People, Culture & Safety		

OUR STRATEGIC CONTEXT	
 PURPOSE	Our organisation is accountable, sustainable and delivering effective services to our community.
VISION	Our community is a safe, inclusive and creative city that celebrates and embraces its vibrancy of cultures.
VALUES	Cooperation, Change and New Ideas, Learning, Achievement, Communication & Accountability.
COUNCIL PLAN	A thriving and unique place; an inclusive and healthy community; and a people-centred and future ready city.

HOW YOUR ROLE CONTRIBUTES
<p>The Diversity & Inclusion Advisor is responsible for the delivery of our Diversity & Inclusion (D&I) programs, training, compliance, and reporting. The role will also assume our commitment to being an inclusive and diverse employer, by maintaining strong relationships formed within the LBGQTI+, First Nations and Culturally and Linguistically Diverse communities. The role will also have an influence on how we further extend on our diversity initiatives to foster learning and connection within the workforce.</p>

RESPONSIBILITIES	KEY OUTCOMES
D&I engagement, campaigns and events	<ul style="list-style-type: none"> Develop communications and campaigns around DEI awareness Organise events for key dates of significance Maintain content on the intranet and other internal communication channels Research new and innovative inclusion programs Collaborate with internal and external stakeholders to drive and deliver diversity objectives Lead the implementation of Gender Equality Action Plan Initiatives. Coordinate the implementation of workforce-based actions from relevant Action Plans and Strategies. Develop and deliver extensive training and education for staff on gender equality, Gender Impact Assessments, LGBTQIA+ inclusion, and gender affirmation. Provide best practise advice and coaching on intersectional gender equality for all business areas as required. Lead the implementation of Gender Affirmation Leave and associated supports. Design and deliver supports for staff with disability in line with the <i>Inclusive Victoria: State disability plan 2022-2026</i>. Support the development of equal opportunity hiring processes at the City of Stonnington. Co-chair and participate in the staff Pride Network. Drive the implementation of the workforce integration plan to embed Gender Impact Assessments (GIA) into business as usual. Developing and participating in reference groups, surveys, steering committees, and other forums to gather data or disseminate information. Implementation of those strategic initiatives and objectives and embed these successfully across Respond to queries from D&I inboxes providing timely and accurate guidance and advice Maintain and update any relevant policies and procedures
D&I Compliance and Reporting	<ul style="list-style-type: none"> Provide regular progress reports and recommendations to the Executive Leadership Team on workforce diversity, equity and inclusion status and best practice. Prepare and complete the Council's GEAP and associated reporting meeting deadlines and producing accurate reporting. Manage our Gender Impact Assessment (GIA) program

KEY WORKING RELATIONSHIPS



- Direct reports:** N/A
- Internal:** P&C team, Executive Team, Committees, Working Groups
- External:** VPS

REQUIRED EXPERIENCE, SKILLS AND COMPETENCIES

<p>Qualifications, skills and experience</p>	<ul style="list-style-type: none"> • A tertiary qualification in human resource management, social sciences (or related discipline) • Significant workplace experience in social planning or impact, gender studies, community development, social science, or a related field. • Experience in developing and implementing a range of D&I campaigns, events and programs. • Experience developing and delivering training and education programs across D&I • Thorough knowledge and comprehension of the Gender Equality Act (2020) and associated legislative requirements. • Familiarity with gender impact assessments is required; with demonstrated experience in integrating, monitoring, and evaluating the Gender Impact Assessment process within an organizational framework. • Excellent communication and collaboration skills with the demonstrated ability to discuss and partner with others to influence change. • An understanding of the compliance and reporting requirements eg: GEAP • Ability to work effectively with a diverse range of stakeholders. • Ability to educate and advocate on social disadvantage and other diversity and access issues. • A flexible, can-do attitude that can deliver practical outcomes. • Outstanding written communication skills with experience preparing papers, presentations and communication plans • A proven track record of developing and delivering initiatives that improve diversity, equity and inclusion outcomes, education and training, with strong presentation and facilitation skills • Knowledge and experience in Local Government (in a similar role) is an advantage • A current Victorian drivers licence • Ability to complete a satisfactory police check. • Current and valid Working With Children Check (WWC)
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WHAT WE ARE ALL RESPONSIBLE FOR



<p>Workplace Health, Safety and Wellbeing:</p>	<p>We are committed to maintaining a healthy and safe work environment for all employees, contractors, volunteers, and visitors and recognise that this is an integral part of our business. This commitment extends to ensuring activities do not place any person at risk.</p>
<p>Diversity, Equity and Inclusion:</p>	<p>We are committed to fostering a diverse and inclusive workplace that values everyone's contributions, lived experience, and expertise. A workplace where everyone is supported to thrive and be authentic.</p>
<p>Code of Conduct:</p>	<p>We are committed to the provision of the best possible services to the community in a fair, equitable and inclusive manner and requires all employees to adhere to the standards of conduct.</p>
<p>Service Promises:</p>	<p>We Empathise We are Responsive We are Transparent We are Consistent We Follow Through</p>
<p>Safeguarding Children and Young People:</p>	<p>We have a zero tolerance to child abuse. All Council officers, including employees, contractors, volunteers and Councillors have a legal and moral obligation to keep children safe and promote their best interests.</p>
<p>Sustainability:</p>	<p>We're committed to a sustainable Stonnington, working together with our community to create a healthy future for us all.</p>

Review date: November 2024