# Position Description

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| **Position Title** | **Organisational Equity and Inclusion Officer** |
| **Position Number** | 3332 |
| **Division** | Customer and Corporate Support |
| **Department** | People & Culture |
| **Team** | Organisation Equity and Inclusion |
| **Position Status** | Permanent |
| **Classification** | Band 5 |
| **Position Reports to** | Organisational Equity and Inclusion Team Leader |
| **Position Supervises** | n/a |
| **Date Reviewed** | May 2024 |

**Position Objective**

City of Kingston understands the importance of diversity and inclusion for all employees and will contribute to the team goal to create a workplace that promotes connected teams, empowered employees, and an inclusive and equitable organisation. This role provides high-level administrative support to oversee the ongoing requirements of the Gender Equality Act and support implementation of the Organisational Equity and Inclusion Plan.

Reporting to the Organisational Equity and Inclusion Team Leader, the role will be a key driver for delivering several actions to uphold our requirements under the Gender Equality Act and working with Organisational Equity and Inclusion Team to implement the Organisational Equity and Inclusion Plan.

**Key Responsibilities**

1. **Gender Equality Act implementation**

* Lead and coordinate the collection and meaningful use of data as part of the Workplace Gender Equality Audit.
* Collate, analyse and interpret data and prepare reports for the Gender Equality Audit and other diversity and inclusion initiatives, projects and outcomes for a range of internal and external stakeholders.
* Support the ongoing implementation and monitoring of the Gender Impact Assessments across all departments of Council.
* Collaborate effectively with internal stakeholders when developing and implementing the Gender Equality Act across Council.
* Independently manage the reporting requirements of the Gender Equality Act and working collaboratively with teams to support the collection of this data.

1. **Organisational Equity and Inclusion Plan**

* Support the implementation of diversity and inclusion initiatives as part of the Organisational Equity and Inclusion Plan. .
* Support in building awareness and understanding across Council of diversity and inclusion practice and the Organisational Equity and Inclusion Plan. .
* Support the inclusion networks and committees and support the ongoing administrative requirements of these groups.

**Position Requirements**

1. **Accountability and Extent of Authority**

The incumbent is financially responsible and accountable for:

* Nil

The incumbent has delegated authority for:

* Nil

The incumbent is responsible and accountable for:

* This position is responsible for upholding the requirements of the Gender Equality Act across Council, under direction from the Organisational Equity and Inclusion Team Leader subject to Council policy, guidelines and procedures.
* Providing quality and timely advice to internal stakeholders on a wide range of diversity and inclusion initiatives and programs.

1. **Judgment and Decision Making**

The incumbent is accountable for:

* Problem solving within defined objectives that requires the use of initiative and creativity within dynamic environment.
* The position is able to source advice from the Organisational Equity and Inclusion Team Leader, Manager People and Culture, other Councils and industry advisory bodies.

1. **Specialist Knowledge and Skills**

The following knowledge and skills are required to be utilised:

* Demonstrated experience in collecting, analysing and interpreting data in meaningful ways to influence programs and policy change.
* Experience working with Council’s staff data collection and management systems is desirable and experience with Power BI will be highly regarded.
* Experience in project delivery and management.
* Demonstrated passion for workforce diversity and inclusion.
* Knowledge and high level of proficiency in Microsoft Office.

1. **Interpersonal Skills**

The following interpersonal skills are required to be demonstrated:

* High level verbal and written communication skills with a range of stakeholders
* Responsiveness to a wide range of queries, issues and requests for support.
* Customer and solution focused.
* Ability to work within a team environment to contribute to the success of the team and also independently.
* Ability to build positive relationships and influence to build a safety culture across the organisation

1. **Qualifications and Experience**

The following qualifications and experience are required for the position:

* Relevant experience and demonstrated competence in research, data analysis and communication.
* Effective planning, high level admin, and project management skills.
* Written and oral communication skills
* Demonstrated understanding of diversity and inclusion practice, with the proven capacity to draw upon related skills and expertise to develop and deliver equity and inclusion programs that are targeted and responsive.

**Shared Organisational Responsibilities**

Kingston City Council (Council) has the following expectations of all employees:

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| **Values and Behaviours** | The City of Kingston has four organisational values which guide behaviours and decision-making. It is through this framework, that high quality services are delivered to employees and the community. Employees have an important role to play in upholding Kingston’s ethics and values, including the Code of Conduct. Kingston’s Values are:   * We make a difference * We show care and respect * We take pride in our work * We are better together |
| **Safe Workplace Actions** | The responsibilities of this position are completed in line with organisational Occupational Health and Safety (OH&S) policies and procedures. The incumbent will display and promote safe actions in the workplace at all times. |
| **Policies and Procedures** | The responsibilities of this position are completed in line with all council policies related to the position. |
| **Legislative Framework** | The responsibilities of this position are completed in line with the relevant legislative framework of the position’s department. |
| **Equal Opportunity & Child Safe Standards** | The City of Kingston are an equal opportunity and child safe employer.  The City of Kingston values the diversity of lived experience, abilities, backgrounds, and identities and is committed to creating a workplace where all employees feel safe, supported, and connected to perform at their best.  We value the diversity of lived experience and the positive impact this can have on outcomes for the Kingston community. We value employees from all backgrounds, identities, and experiences such as; Aboriginal and/or Torres Strait Islander peoples, Women, those identifies as part of LGBTIQA+ communities, culturally and linguistically diverse persons and persons with a disability. |

**Prerequisites**

* Undertake and maintain a current National Criminal Records Check
* Valid Right to Work in Australia
* Pre-employment health declaration

**Inherent Requirements**

**Category B – Desk based / General administration role** - This role has been assessed as a low-level manual handling and low risk role. It requires each applicant to complete the Health Declaration form.

**Council will make reasonable adjustments to support people in their work environment wherever reasonably practicable.**

**Applicants should declare any requirements via the Health Declaration form.**

**Variation to conditions of employment**

These conditions of employment, your duties and your location may be varied by Council during the term of your employment.

**AGREEMENT:**