



POSITION DESCRIPTION

Position Title	DIVERSITY AND INCLUSION STRATEGIES PROJECT OFFICER	Position No.	50049062
Team	[People & Culture]	Classification	[Administrative/Professional]
Department	Indigenous, Diversity & Inclusion	Schedule Roster Cycle	[Schedule A] [Non-Rostered]
Location	Ultimo	Band / Level	[Band 6]
Reports to	HEAD OF INDIGENOUS, DIVERSITY & INCLUSION 30003878	HR Endorsement	26/09/2019

Purpose

Support the scoping, implementation and monitoring of key projects in line with the ABC's Diversity and Inclusion strategies & policies.

Key Accountabilities

- Provide advice on straightforward aspects of the ABC's Diversity and Inclusion strategies and policies and refer more complex queries or advice to the broader team .
- Support the implementation, monitoring and evaluation of diversity initiatives/projects across the business (develop frameworks, data collection processes, tracking systems, online surveys, etc.). Undertake project work and coordinate project activities, prepare documents that require specialist subject matter knowledge.
- Prepare narrative reports, data modelling and analysis (including the creation of clear and effective charts and tables).
- Develop and maintain local management systems to improve information and reporting.
- Conduct desk research and literature reviews.
- Contribute to the analysis and development of policies and strategies.
- Support the team to organise workshops, prepare materials and visual presentations.
- Contribute to the design and implementation of other projects as required, to support the team's overall strategies and goals.
- Collaborate with colleagues to share information and keep abreast of relevant issues/developments and contribute to a strong team environment.
- Actively promote the ABC values and apply all relevant workplace policies and guidelines.
- Cooperate with any reasonable instruction, procedure or policy relating to safety and take reasonable care for your own safety and that of other people who may be affected by your conduct while at work. Additional WHS responsibilities apply to Managers and Supervisors, Team Directors, and other Officers.

Key Capabilities/Qualifications/Experience

1. Experience in implementing diversity and inclusion initiatives and providing diversity advice as appropriate.
2. Experience in managing and/or coordinating corporate wide projects and initiatives.
3. Research, analytical and numeracy skills, with demonstrated experience in using various tools (such as Excel, Powerpoint and Word) to analyse and present data in a meaningful and engaging way.
4. Excellent written and verbal communication skills, including the ability to write impactful reports.
5. Demonstrated experience in conducting desktop research or literature reviews, to identify trends and new ways of working and ability to draw key insights from data.





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6. Attention to detail and ability to maintain a high level of accuracy whilst working against tight deadlines.
7. High level of motivation and initiative. Capacity to work both independently and as part of a team.
8. **ABC Principles:** Demonstrated commitment to the ABC Principles of We are ABC, Straight Talking, People Focused, Accountable and Open & Transparent.
9. **ABC Policies:** Understanding of the relevance and scope of ABC policies and the ABC Principles and a commitment to adhere to these; particularly in relation to complying with health, safety and wellbeing requirements in the workplace and acting in accordance with the ABC Principles.
10. **Diversity and Inclusion:** Experience in building an inclusive and supportive culture where diversity is valued.