

## POSITION DESCRIPTION – MANAGER

Position Title	Diversity & Inclusion Lead	Department	Office of the CEO
Location	Flexible	Direct/Indirect Reports	Nil
Reports to	CEO	Date Revised	Feb 2021
Industrial Instrument	Social Home Care and Disability Services Award		
Job Grade	Job Grade 9	<b>Job Evaluation No:</b>	HRC0032379

### ■ Sub-Delegation

The sub-delegation (if any) attaching to the position is outlined in the CEO Sub-delegations (as updated from time to time). Any financial sub-delegation of authority may only be exercised where a Finance project code or budget is allocated to that position.

### ■ Position Summary

You will spearhead the successful implementation of our diversity and inclusion (D&I) strategy. You will be a member of the Executive. You will work closely with the CEO and Red Cross' Executive and leaders across Australia to embed a leader-owned approach to D&I and integrate D&I throughout all aspects of our organisation. This role will take a front seat in terms of metric-driven diversity, equity and inclusion initiatives across Australian Red Cross through our systems, processes and people.

This role is responsible for the development of D&I through mobilising a whole of organisation approach. The role includes disability inclusion, and proactive engagement and coordination of People & Culture initiatives outlined in the Reconciliation Action Plan (RAP) and leading the organisation on addressing equity. You will work across the organisation and be able to influence on a range of initiatives relating to diversity, equity and inclusion. In particular, you will work alongside Australian Red Cross' Aboriginal and Torres Strait Islander Leadership Team on matters connected with First Nations peoples.

### ■ Position Responsibilities

#### Key Responsibilities

- Be responsible for the creation and delivery and continued evaluation of Red Cross' D&I strategy and ensuring alignment with Red Cross' business strategy and outcomes
- Advise the Board, CEO, Executive and our leadership team on setting measurable objectives and (targets) for diversity that are appropriate in the context of an organisation of Red Cross' size with clients, recipients of services, donors, staff, members and volunteers located all around Australia
- Act as a trusted adviser to the senior leaders of our organisation and support the development of functional and regional D&I plan that map to our measurable objectives for diversity, tailored to address the specific representation and inclusion challenges of our different lines of support and regions, with the long-term goal of ensuring we reflect the communities in which we operate and in doing so, embody our Fundamental Principles
- As part of the Executive Leadership team be the subject matter expert on D&I and ensure all people practices at Red Cross are considered through the lens of equality and inclusion
- Create and ensure the incorporation and understanding at an Executive level (as well as at all levels in the organisation) a dashboard of metrics to monitor progress against our measurable objectives (targets),

including our obligations under the WGEA Report and any funding agreements (for example target roles), for diversity and to demonstrate the impact of initiatives that map to those objectives

- In partnership with the other members on the Executive, and alongside our Aboriginal and Torres Strait Islander Leadership Team, contribute to the development and delivery of Red Cross' strategy and ensure that D&I is aligned and connected to Red Cross' social impact programs
- In partnership with People & Culture, design and deliver D&I learning and development programs across Red Cross' Australia and/or partner with specialist providers including ensuring recruitment and promotion processes remove unconscious bias
- Proactively keep key stakeholders updated and make to design and launch programs to meet business goals recommendations
- Research, write and prepare D&I papers and communications both internally and externally including board papers, articles, reports, e-learning, social content, policies and workshop materials
- Provide data driven research and industry benchmarking that will help Red Cross deliver 'best practice' D&I strategies
- Be a trusted advisor and coach to all levels/areas of the business in terms of D&I to shift behaviours to a constructive culture whilst building awareness and capability so that D&I is owned by all Red Cross people.

## ■ Position Selection Criteria

### Technical Competencies

- Experience leading a D&I function in a listed organisation or one of a size similar to Red Cross. Ideally this would be in a large complex matrixed organisation
- Strong track record of designing and delivering D&I strategies and programs that support measurable objectives (targets) for diversity, and the ability to lead and work across an organisation
- Ideally, you will have demonstrated experience working alongside First Nations people in partnership
- Reputation as a thought leader in the field you will possess a deep knowledge of best practices in D&I and be highly conscious of all aspects of diversity issues with a keen awareness of social power dynamics and ways to shift systemic inequities
- Ability to influence and build relationships at all levels to drive organisational change, achieved through your passion for helping people fulfil their potential and your skilfulness in facilitating meaningful and difficult conversations
- Commercially astute and focused on outcomes with a data driven mindset and a demonstrated ability to leverage data and metrics to ensure the effective implementation and measurement of D&I programs.

### Qualifications/Licenses

- Bachelor or higher degree(s) in a related field.

### Behavioural Capabilities

- **Personal effectiveness | Being culturally competent |** Demonstrated understanding and appreciation of cultural differences and diversity in the workplace. Ability to manage cultural and individual differences effectively and appropriately to guide the work and behaviours of teams.
- **Team effectiveness | Collaborating |** Proven track record as an approachable leader, supporting and building positive and constructive relationships within teams. Valuing diversity and supporting cultural differences within teams.

- **Team effectiveness | Communicating |** Demonstrated capability to communicate clearly and concisely ensuring messages are understood by all within the team using a range of communication techniques. Ability to express ideas clearly, listen effectively and provide feedback constructively.
- **Organisational effectiveness | Thinking strategically |** Demonstrated understanding of key drivers of success within teams to enable achievement of organisational goals. Ability to think and plan goals in the long term as well as the present.
- **Organisational effectiveness | Innovating and improving |** Demonstrated capability to lead continuous improvement activities and encourage team members to identify ineffective processes and contribute to new ideas and ways of working.

## ■ General Conditions

All Red Cross staff and volunteers are required to:

- Adhere to the 7 fundamental principles of Red Cross:  
**Humanity | Impartiality | Neutrality | Independence | Voluntary Service | Unity | Universality**
- Act at all times in accordance with the Australian Red Cross Ethical Framework and Child Protection Code of Conduct
- Demonstrate skill, knowledge and behaviour to work with Aboriginal and Torres Strait Islander people in a culturally respectful way
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 5 years thereafter. Police check renewals may be required earlier than 5 years in order to comply with specific contractual or legislative requirements
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements
- Assist the organisation on occasion, in times of national, state or local emergencies or major disasters.