

Mission Australia

About us:	<p>Mission Australia is a non-denominational Christian organisation that has been helping people re gain their independence for over 155 years.</p> <p>We've learnt the paths to getting back independence are different for everyone. This informs how we help people, through early learning and youth services, family support and homelessness initiatives, employment and skills development, and affordable housing. Our nationwide team delivers different approaches, alongside our partners and everyday Australians who provide generous support.</p> <p>Together we stand with Australians in need, until they can stand for themselves.</p>
Purpose:	<p>Inspired by Jesus Christ, Mission Australia exists to meet human need and to spread the knowledge of the love of God.</p> <p><i>"Dear children, let us not love with words or speech but with actions and in truth." (1 John 3:18)</i></p>
Values:	Compassion Integrity Respect Perseverance Celebration Collaboration
Goal:	To reduce homelessness and strengthen communities.

Position Details:

Position Title:	Diversity Consultant
Division:	Human Resources
Reports to:	Group Manager Organisational Capability
Position Purpose:	Develop and implement a range of diversity workforce plans and initiatives that support Mission Australia's client focus, a culture of inclusion and respect, and effective people management policies and practice.

Position Requirements (What are the key activities for the role?)

Key Result Area 1	Diversity Plan
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> Research and analyse the organisational needs relating to key diversity objectives. Develop diversity plans to support key the strategic plan, current and future operational requirements. Develop detailed implementation plans. Prepare information for new business activities related to diversity. Provide support and advice to people leaders, support function specialists, HR and senior leaders on effective implementation of diversity and inclusion activities. Co-ordinate forums and working groups related to specific diversity plans. 	<ul style="list-style-type: none"> The plans are aligned to MA Strategic objectives, MA values, the Reconciliation Action Plan, operational workforce needs and funder requirements. Wide consultation results in strong buy in from stakeholders and successful implementation of the plan and specific initiatives. The plans complement and are aligned with other HR policies and are included in HR operational plans for the purpose of resourcing. Working groups and other consultative forums are co-ordinated effectively.

Key Result Area 2	Implementation and change
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Develop plans and implement specific key components from each plan. • Ensure effective change management across initiatives. • Develop pilots and early adopter approaches ensuring solutions can be tailored either geographically or by occupational types. • Develop communication with internal communication support, and guides, tools and resources to support effective implementation. 	<ul style="list-style-type: none"> • The Plan and key initiatives have a clear project plan aligned with other HR and business priorities. All initiatives are implemented and delivered on time and within budget. • A pragmatic (and hands-on), flexible and people focused approach is applied to implementation. • Clear communication on the why and what of various plans and specific initiatives. • Intranet and People Leader Portal resources are regularly updated.
Key Result Area 3	Policy and people management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Review and recommend changes to policy and specific people management practices to support the overall diversity strategy and specific workforce plans. • Work with HR to identify and overcome barriers to a more diverse workforce within operational roles. • Develop flexible work approaches to suit in consultation with the HRBPs and Employment Relations specialists. • Develop and present on the diversity plan and initiatives. 	<ul style="list-style-type: none"> • Core people management practice changes are identified for improvement. • Barriers are identified and managed effectively. • Modelling of flexible work arrangements have been externally researched and meet current and new business needs. • Presentations and facilitated events lead to improved take up of initiatives and act as key education for employees and people leaders.
Key Result Area 4	Relationship management
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Maintain constructive working relationships with key groups and functions within Mission Australia. • Work closely with HR and other key stakeholders to understand needs and build effective solutions. • Promote diversity and inclusion across MA. 	<ul style="list-style-type: none"> • Strong relationships are built and maintained with all stakeholder groups and feedback from these individuals is positive. • Positive relationships with HR specialists and other subject matter experts across MA. • Employees and people leaders embrace new initiatives.
Key Result Area 5	Reporting and evaluation
Key tasks	Position holder is successful when
<ul style="list-style-type: none"> • Co-ordinate relevant reporting for the purposes of internal and external governance including contribution to RAP progress updates, executive briefings, board reports, and WGEA reporting on a yearly basis. • Evaluation and feedback mechanism is established for the diversity plans. 	<ul style="list-style-type: none"> • Reporting is effectively used to drive uptake of initiatives and creates visibility of change across the organisation. • The evaluation of feedback mechanism is endorsed by MA research team and provides markers for tracking progress on initiatives. • Positive feedback is received.

Work Health and Safety

Everyone is responsible for safety and must maintain:

- A safe working environment for themselves and others in the workplace
- Ensure required workplace health and safety actions are completed as required
- Participate in learning and development programs about workplace health and safety
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries

Purpose and Values

- Actively support Mission Australia's purpose and values;
- Positively and constructively represent our organisation to external contacts at all opportunities;
- Behave in a way that contributes to a workplace that is free of discrimination, harassment and bullying behaviour at all times;
- Operate in line with Mission Australia policies and practices (EG: financial, HR, etc.);
- To help ensure the health, safety and welfare of self and others working in the business;
- Follow reasonable directions given by the company in relation to Work Health and Safety.
- Follow procedures to assist Mission Australia in reducing illness and injury including early reporting of incidents/illness and injuries
- Promote and work within Mission Australia's client service delivery principles, ethics, policies and practice standards
- Actively support Mission Australia's Reconciliation Action Plan.

Recruitment information

Qualification, knowledge, skills and experience required to do the role

- Relevant tertiary qualifications in HR, Business, Social Science or equivalent experience.
- Demonstrated experience in diversity and inclusion practice in complex organisations including not for profit.
- Previous experience in developing and implementing strategies, policies and resources with an emphasis on diversity and inclusion.
- Specific experience and specialist knowledge of Disability and workforce flexibility. Other experience in diversity including Aboriginal & Torres Strait Islander and CALD is also sought.
- Excellent verbal and written communication skills and experience in facilitation of diversity forums and training.
- Effective project management and change management skills ensuring effective implementation.
- Ability to influence and work collaboratively with a range of stakeholders, staff, people leaders and external organisations.

Key challenges of the role

- Obtaining the support and engagement of staff and leaders at all levels in the implementation of diversity initiatives in a complex environment.
- Ensuring culturally appropriate consideration is given in developing and implementing initiatives.
- Changing sector needs and pace of operational implementation requirements for new business.

Compliance checks required

Working with Children ☐

National Police Check ☐

Vulnerable People Check ☐

Drivers Licence ☐

Other (prescribe) ☐

Approval

Manager name

Approval date