

# MELBOURNE WATER POSITION DESCRIPTION

Senior Diversity and Inclusion Adviser



REPORTS TO:	DIRECT REPORTS:
Diversity and Inclusion Manager	Nil

## THIS ROLE EXISTS TO: (PURPOSE)

The Senior Diversity and Inclusion Adviser will work with the Diversity and Inclusion Manager to deliver the commitments made in the action plans which are part of Melbourne Water's Diversity and Inclusion Strategy. This aligns with our vision to deliver an inclusive, flexible and high performing culture through a workforce which is diverse and more closely reflects the community we serve.

## KEY ACCOUNTABILITIES:

- In conjunction with the Diversity and Inclusion Manager, deliver the initiatives in Melbourne Water's Diversity and Inclusion plans, including plans supporting our focus areas:
  - Gender Equity
  - Reconciliation
  - Accessibility
  - LGBTIQ+
  - Cultural and Linguistic Diversity, and
  - Social Disadvantage (plan currently in development).
- Conduct analysis (quantitative and qualitative data) and develop reports to monitor progress towards achievement of diversity targets and initiatives
- Lead the coordination of events to raise awareness of Diversity and Inclusion and build relationships with external stakeholders e.g. International Women's Day, NAIDOC week, Reconciliation Week, IDAHOBIT, International Day of People with Disability etc.
- Provide advice to and influence leaders and members of Diversity and Inclusion project teams, around effective diversity leadership and ways to progress the achievement of diversity goals and initiatives
- Participate in various Diversity project team meetings and the Diversity and Inclusion Steering Committee (DISC), and prepare agendas and meeting minutes
- Develop and deliver diversity-related communications, reports and surveys requiring research, analysis and evaluation
- Facilitation of workshops, focus groups, and interviews related to developing and delivery of diversity and inclusion plans and initiatives

KEY RESPONSIBILITIES	KPIs
<b>Project Management</b> <ul style="list-style-type: none"><li>• Lead and assist in the delivery of initiatives in the Diversity and Inclusion plans</li><li>• Prepares project plans and keeps plans and records up to date</li></ul>	<ul style="list-style-type: none"><li>• Deliverables in the D&amp;I are achieved within required timeframes</li></ul>

Job Level: 7

Assessed by: P&C

Date: March 2021



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<b>Reporting and Analysis</b> <ul style="list-style-type: none"><li>Lead the collection and presentation of data and analysis to provide input into quarterly updates to the People, Safety and Remuneration Committee and Board papers</li><li>Monitor and provide progress reports on all initiatives in D&amp;I Plans including evaluation of initiatives</li><li>Produce reports and insights from the annual Culture and Engagement Survey</li></ul>	<ul style="list-style-type: none"><li>Reports are accurate, produced on time, and tailored for the audience</li></ul>
<b>Coordination of events</b> <ul style="list-style-type: none"><li>Develop and maintain a calendar for all D&amp;I events</li><li>Lead and coordinate event activities and produce communications to promote events</li><li>Work with external stakeholders and D&amp;I project teams to stage events and produce communications</li></ul>	<ul style="list-style-type: none"><li>D&amp;I event calendar is kept up to date</li><li>D&amp;I events are well promoted and attended</li><li>Positive feedback from participants</li></ul>
<b>Provision of advice – coaching and influencing</b> <ul style="list-style-type: none"><li>Provide support to leaders regarding the development of an inclusive workplace with a diverse workforce</li><li>Advise D&amp;I project teams and support them to deliver on outcomes</li><li>Establish and monitor the D&amp;I email mailbox, answering questions related to diversity, providing advice or responding to feedback</li></ul>	<ul style="list-style-type: none"><li>Customer surveys</li><li>Emails to D&amp;I mailbox are answered within 48 hours</li></ul>
<b>Administrative Support</b> <ul style="list-style-type: none"><li>Prepare agendas for meetings and document and distribute minutes</li><li>Develop D&amp;I communications, reports and other artefacts as required for internal and external publication</li></ul>	<ul style="list-style-type: none"><li>Meeting agendas are distributed at least 48 hours prior to meetings</li><li>Minutes of meetings are distributed within 48 hours of the meeting</li></ul>

## SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED:

- Demonstrated diversity experience
- Demonstrated experience project managing diversity and inclusion initiatives
- Excellent communication skills and a high level of customer service orientation when dealing with internal and external stakeholders
- Experience managing projects, improvements and initiatives
- Demonstrated ability to work collaboratively and influence senior stakeholders where required
- Ability to handle significant workloads, meet tight deadlines and competing priorities
- Ability to analyse quantitative and qualitative data and produce presentations, briefings and reports tailored to the audience
- Demonstrated high level of attention to detail
- Committed team player with an enthusiastic and dynamic approach, demonstrating exceptional organisational abilities with a high level of flexibility

## KEY RELATIONSHIPS

### Internal

- Diversity and Inclusion Manager

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- Manager Organisational Capability
- HR Portfolio team
- Employee Engagement team
- Diversity and Inclusion project teams, networks and working groups
- Business groups

## External

- Relevant peak bodies (e.g. Diversity Council of Australia, Australian Network on Disability, EEON (Vic))
- Other organisations in the water sector
- Key stakeholders e.g. Department of Water, Environment, Land and Planning, Traditional Owner Groups, diversity employment agencies, external advisers and consultants

## SALARY RANGE:

Melbourne Water reserves the right to remunerate people according to their ability to perform the functions of the role based on their qualifications, skills and experience.

## OTHER COMMENTS

This role requires the following :

- A relevant tertiary qualification in Social Science, Psychology, Human Resources, Change Management, Communications or related discipline and/or substantial relevant experience

Location: 990 La Trobe Street, Melbourne 3008

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