

POSITION DESCRIPTION

POSITION TITLE:		Senior Advisor Workforce Diversity and Inclusion			
POSITION NO:		703503	CLASSIFICATION:		Band 7
DIVISION:		People and Culture			
BRANCH:		Organisational Culture, Capability and Diversity			
UNIT:		Diversity and Inclusion			
REPORTS TO:		Coordinator Diversity and Inclusion			
POLICE CHECK REQUIRED:	Yes	WORKING WITH CHILDREN CHECK REQUIRED:	No	PRE-EMPLOYMENT MEDICAL REQUIRED:	No

Yarra City Council is committed to being a child safe organisation and supports flexible and accessible working arrangements for all.

This includes Wurundjeri Woi Wurrung, Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, young people, older people, women, people with a disability, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.

We draw pride and strength from our diversity, remain open to new approaches and actively foster an inclusive workplace that celebrates the contribution made by all our people.

POSITION OBJECTIVE

- Provide high level and expert advice on best practice and market trends to the organisation, and other stakeholders as required, on the integration of employee diversity and inclusion dimensions into policies, plans, strategies and programs.
- Monitor, analyse and provide strategic and operational advice on the impact of relevant organisational, government and sector developments, initiatives, frameworks and programs.
- Work with relevant internal stakeholders to develop organisation-wide approaches to address structural conditions and/or practices that disadvantage some people and prevent them from participating fully in employment.
- Lead the development and implementation of a range of diversity and inclusion initiatives at Yarra City Council that target priority population cohorts.
- Represent Yarra on working groups, panels and committees that consider relevant diversity and inclusion issues.

- Initiate, develop and strengthen partnerships and knowledge networks within the organisation and the community that promote employee diversity and inclusion.
- Initiate and drive process improvement within the Organisational Culture, Capability and Diversity branch, and People and Culture division.
- Actively develop, implement and evaluate organisational strategies that positively transform organisation culture in the domains of diversity and inclusion.

ORGANISATIONAL CONTEXT

Yarra is committed to efficiently and effectively servicing the community to the highest standards, protecting, enhancing and developing the City's physical and social environment and building the population and business base.

The Organisational Culture, Capability and Diversity branch forms part of the People and Culture Division that contributes directly to the achievement of these corporate goals.

As a member of the branch, the incumbent will pursue branch, divisional and corporate goals through effective teamwork within the branch and with colleagues in other branches and divisions as well as external parties across the community.

ORGANISATIONAL RELATIONSHIPS

Position Reports to:	Coordinator Diversity and Inclusion
Direct Reports:	Nil
Internal Relationships:	The Senior Advisor will work with staff at all levels of the organisation, especially the Organisational Culture, Capability and Diversity branch, and the People and Culture Division.
External Relationships:	The Senior Advisor is required to develop and maintain professional relationships across the entire organisation, as well as a range of Government departments, other Councils, service providers, unions and associations, key industry and business groups, and professional bodies.

KEY RESPONSIBILITY AREAS & DUTIES

- Develop & implement policy/strategy:
 - This position is integral to a range of organisation policies and procedures working towards inclusive practice with Aboriginal and Torres Strait Islander people, culturally, religiously and linguistically diverse people, younger people, older people, women, people with a disability, and people who identify as gay, lesbian, bisexual, transgender, intersex or queer.
 - This work will include project management, reporting, leadership of internal portfolio-related advocacy, employee development and organisational change.
- Develop & coordinate data collection frameworks corresponding to key portfolio responsibilities.
- Initiate, develop and manage relationships with key stakeholders:
 - Lead and participate in relevant internal networks and stakeholder groups.
 - Support various internal Contact Officer Programs such as the Equal Employment Opportunity and Family Violence Contact Officer Programs.
 - Represent Council at a range of external networks and as the CEO's delegate where appropriate, including high-level working groups, panels and committees.

- Build and develop strategic relationships with a range of stakeholders across all levels of Government.
 - Contribute to organisational and leadership development in relevant assigned portfolio areas.
- Employee relations:
 - Support Directors, Managers and Employees to implement workplace strategies related to assigned portfolio responsibilities.
 - Provide specialist support and advice to Human Resources Services and Support team on relevant workplace policies and procedures.
 - Support and work with individual staff members as required to provide advocacy and referral pathways.
- Plan, develop, support and where appropriate deliver employee focused training and events:
 - Support the delivery of diversity and inclusion presentations at corporate induction.
 - Initiate, develop and deliver employee training related to portfolio responsibilities, and/or coordinate employee training activities with external providers as required.
 - Liaise with key internal stakeholders to identify training needs related to portfolio responsibilities.
- Maintain knowledge currency:
 - Provide high level strategic advice to the leadership team on sector direction and best practice, including briefings on relevant legislation, policy, frameworks and practice environments, and determine potential implications for the City of Yarra.
 - Collect, collate and report on workforce data.
 - Maintain working knowledge of government initiatives and priorities, relevant research and best practice.
- Other duties as required.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

- The Senior Advisor will set the strategic direction for their assigned portfolio responsibilities in collaboration with the Coordinator and conduct strategic planning to ensure projects and deliverables are met within scope.
- The Senior Advisor has the freedom to act on all day-to-day matters relating to the projects under their control within budget parameters and Council's delegation framework. The Senior Advisor is accountable for decisions, recommendations, reports and advice provided to the CEO, Directors, Coordinator, and other relevant staff.
- The Senior Advisor is required to liaise on an on-going basis with relevant staff regarding elements of their work that will have an impact on other areas of Council and community activities. Actions and advice may have a significant effect on employees and groups of the community.
- The Senior Advisor is accountable for the management and supervision of any temporary project staff or consultants in their portfolio areas.
- The Senior Advisor has formal input into policy development in relation to Diversity and Inclusion or other such policies for the Branch. The review of organisation-wide policies will be required to offer suggestion and input from a Diversity and Inclusion perspective.

Safety and Risk

- Minimise risk to self and others and support safe work practices through adherence to legislative requirements and Council policies and procedures.
- Proactively identify issues and potential strategies to mitigate organisational risk in the context of portfolio responsibilities

- Report any matters which may impact on the safety of Council employees, community members, or Council assets and equipment.
- Yarra City Council is committed to prioritising and promoting child safety. We adhere to the Victorian Child Safe Standards as legislated in the Child, Wellbeing and Safety Act 2005 and have robust policies and procedures in order to meet this commitment.

Sustainability

- Embrace the following Sustaining Yarra principles through day to day work:
 - Protecting the Future
 - Protecting the Environment
 - Economic Viability
 - Continuous Improvement
 - Social Equity
 - Cultural Vitality
 - Community Development
 - Integrated Approach

Yarra Values

Behave according to the following values which underpin our efforts to build a service-based culture based on positive relationships with colleagues and the community:

- Respect
- Accountability
- Courage

JUDGEMENT AND DECISION MAKING

- The Senior Advisor is required to make decisions ranging from those associated with day-to-day matters to managing stakeholder relations and more complex issues regarding policy development and implementation.
- The nature of the work is usually specialised, and work may involve improving and/or developing methods and techniques generally based on previous experience and/or specific areas of expertise.
- Problem solving may involve the application of these techniques to new situations.
- Adopt an objective, balanced approach in dealing with conflicting perspectives and exercise problem solving judgement in order to achieve department plan objectives.
- Matters of a particularly sensitive nature should be brought to the attention of the Coordinator Diversity and Inclusion.
- Guidance and advice is not always available within the organisation.

SPECIALIST KNOWLEDGE AND SKILLS

- Demonstrated knowledge and capacity to promote social justice and/or inclusion through social policy, community development or strategic service planning.
- Demonstrated knowledge of and experience in supporting cultural or organisational change.
- High-level advocacy experience with a range of stakeholders across all levels of Government.
- Understanding of long-term goals and objectives of the organisation and the legal and political environment in which local government operates.
- Applied skills in data collection, analysis, and synthesis.
- Well-developed research skills and an ability to translate research and ideas into practical and tangible outcomes, and project plans.

- Policy/strategy development.
- Relationship building and networking skills.
- Specialist knowledge across a range of diversity and inclusion portfolio areas.

MANAGEMENT SKILLS

- Ability to initiate, lead, plan, prioritise and balance strategic and operational priorities within a set timetable and in an environment of change and conflicting demands.
- Lead and drive projects with positive organisational outcomes in the face of resistance.
- Highly developed skills in program/project management, including facilitation, planning, development, monitoring and evaluation.
- Ability to liaise and work effectively across Council and with external agencies and community groups.
- Ability to set strategic priorities, initiate and build strategic alliances (internal and external).

INTERPERSONAL SKILLS

- Highly developed written skills and ability to prepare submissions, reports and specifications – including annual reports to Council on the work of the position.
- Highly developed oral communication skills, including an ability to represent Council at public meetings.
- Highly developed advocacy skills.
- Ability to gain co-operation and assistance from community organisations, Council officers and senior leadership, with capacity to positively influence broad stakeholder groups.
- Ability to discuss and resolve specialist problems through discussion, teamwork and creativity.

QUALIFICATIONS AND EXPERIENCE

- Relevant Tertiary qualifications in social sciences or related field would be highly regarded with several years' relevant experience or less formal qualifications with extensive previous experience in a similar role.
- Previous experience working in community development, advocacy and policy development roles.

KEY SELECTION CRITERIA

1. Highly developed understanding of and experience in leading multiple projects built on social justice, diversity and inclusion principles.
2. Experience developing, implementing and evaluating policies or strategies that are human-centred, data-driven and evidence-based.
3. Advanced communication, advocacy and influencing skills with the ability to understand differing viewpoints and create positive outcomes.
4. Capacity to work collaboratively and strategically to build partnerships with diverse groups of internal and external stakeholders.
5. Experience representing organisational and community interests in strategic forums, including a high level of effectiveness in presenting and facilitating.