

Position Description

Title	Diversity, Equity, and Inclusion Advisor
Business unit	Mission & Equity
Location	Flexible location across Victoria or Tasmania – requirement to work from Melbourne regularly
Employment type	Part Time 0.8FTE two-year maximum term
Reports to	Diversity, Equity and Inclusion Manager

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We’ve been supporting people and families for over 100 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people, and families to learn and thrive. We’re there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disability to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We’re proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills, and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia’s First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex, and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: We are imaginative, respectful, compassionate, and bold.

1. Position Purpose

The Diversity, Equity, and Inclusion Advisor is a key role for enabling Uniting’s maturation so that we consistently and authentically deliver on our commitment to celebrate diversity and welcome all people (including consumers, staff, and volunteers) regardless of ethnicity, faith, age, disability, culture, language, gender identity, sex, or sexual orientation.

This role will resource and contribute to the development, implementation planning, monitoring, and evaluation of Uniting’s first whole-of-organisation Diversity, Equity and Inclusion strategy. This integrated and intersectional strategy will build up and out from existing action plans for specific minoritised communities (LGBTIQ+, culturally and linguistically diverse, refugee and asylum seekers, disability).

The Diversity, Equity, and Inclusion Advisor will be part of a small team whose purpose is to build organisational capacity to foster inclusion, equity and belonging for staff, volunteers, and consumers from minoritised communities.

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2. Scope

Budget:

- Nil

People:

- Nil
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3. Relationships

Internal

- Employee Resource Group / Action Group (or similar) co-chairs and members
- People and Culture teams
- Quality, Risk and Compliance teams
- Housing and Property division
- Communications and External Relations division
- Executive Officers, Group Managers and Senior Managers in service delivery divisions
- Practice Leadership Unit
- Consumer Partnerships team within Mission & Equity Division

External

- Peak bodies, community-based organisations, groups, and networks
 - Diversity Council of Australia
 - Uniting Church in Australia councils and communities
 - Other agencies of the Uniting Church in Victoria and interstate
 - Other key partners and stakeholders in service delivery, research, public policy, and advocacy
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4. Key Responsibility Areas

Diversity, Equity, and Inclusion strategy and action plans

- Under the leadership of the Diversity, Equity and Inclusion Manager, contribute to and resource the development, implementation planning, monitoring and evaluation of a whole-of-organisation Diversity, Equity and Inclusion strategy.
- Take a hands-on approach to 'owning', and being the key contact for, at least one portfolio and associated action plan, preferably in the disability or culturally and linguistically diverse space.
- Provide resourcing and support to the other portfolios and action plans, all the while taking a collaborative and intersectional approach.
- Develop/use tools and systems to monitor progress, evaluate impact, and report regularly to relevant internal and external stakeholders.
- Maintain contemporary knowledge of diversity, equity and inclusion best practice and emerging trends, and provide advice and resourcing to the organisation based on this expertise.

Build organisation capacity

- Provide consistent, visible advice to the organisation in relation to diversity, equity, and inclusion. This will involve attending Uniting sites & activities across Victoria & Tasmania from time to time.
- Partner positively, optimistically, constructively, and persistently, with key individuals and business units to influence change in relation to improving diversity, equity, and inclusion and provide advice on organisational policies, protocols, procedures, manuals, and community engagement activities.
- Apply systems-thinking to identify and prioritise change efforts.

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- Apply social and behavioural change strategies to foster change in attitudes, beliefs and organisational culture.
- Develop and implement initiatives (e.g. policy and procedure development/refresh, educational resource developing, training, webinars, coaching, employee resource groups/action groups) to build awareness, understanding, and equip for action in relation to diversity, equity, and inclusion.
- Role model best practice in relation to diversity, equity, and inclusion, including the recognition of the various impacts of multiple, intersecting identities.

Champions and allies

- Identify, activate, and support champions and allies (staff, volunteers, and consumer partners) to amplify and accelerate good practice.
- Establish, convene and/or chair, equip, and support Employee Resource Group(s)/Action Group(s) or similar.

People and teams

- Undertake regular supervision and performance review with line manager, providing and responding to feedback to promote collaborative working relationships.
- Support and coach action group/Employee Resource Group co-chairs.
- Recognise and respond to cultural safety issues with staff, volunteers and consumer partners using a trauma-informed lens.
- Foster positive and productive consumer partnerships that reflect a high degree of power-sharing and support them to participate actively in the work.
- Promote and maintain a positive, respectful, and enthusiastic work environment.

Project management

- Develop and implement project plans including mapping tasks, stakeholders, timeframes and resource needs.
- Report regularly and transparently against project plans.
- Deliver initiatives on time and on budget.

Stakeholders and partnerships

- Identify, develop & leverage partnerships with relevant community organisations, groups, networks.
- Engage proactively with peak bodies, community-based organisations, and other agencies of the Uniting Church to foster effective networks and ideas exchange.

Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety).
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon, and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.

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- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e. equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- Strategy and action plans implemented successfully.
- Improving measures of cultural safety, wellbeing and belonging for consumers, staff and volunteers who identify as being from minoritised communities.

6. Person specification

Qualifications

- Bachelor level degree in health and human services, community development, or equivalent industry experience

Experience

- Proven knowledge and ability in developing and administering diversity, equity and inclusion programs within the health and human services or community services sectors.
- Proven capacity to influence change in a large and complex organisation.
- Proven ability to effectively engage and collaborate with members of minoritised communities and offer authentic allyship.
- Experience and capability to influence a diverse range of internal and external stakeholders.
- Demonstrated commitment to minoritised communities through public advocacy and/or action.
- Lived experience as a member of one of Uniting VicTas' priority cohorts is highly desirable: LGBTIQ+, culturally and linguistically diverse, refugee and asylum seeker, people with a disability.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Organisational and cultural change:** demonstrated experience in leading successful change programs within an organisation.
- **Subject matter knowledge:** knowledge of diversity, equity, and inclusion best practices, particularly as they apply to a community services organisation and workplace.
- **Influencing without authority:** coaches and advises to build capability amongst peers and leaders outside of your team and line management responsibilities
- **Judgement:** makes sound decisions by analysing problems, seeking input, and taking appropriate, effective, and timely action.
- **Project management:** demonstrated ability to manage projects and programs, including mapping tasks and dependencies, delivering on milestones in a timely fashion and within the bounds of known resources.

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- **Communication:** High level interpersonal, written, and verbal communication skills, including group facilitation, the ability to conduct presentations and training sessions, and prepare business reports for senior stakeholders.
 - **Stakeholder relationships:** Capacity to engage, build strong relationships and develop mutually beneficial alliances and effective partnerships with stakeholders supported by a track record of being able to form relationships and establish credibility with consumers and the workforce.
 - **Reporting:** Capacity to gather and present complex information, including data, so it can be successfully reported on and understood by stakeholders.
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7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:

Signature:

Date: