



POSITION DESCRIPTION

POSITION TITLE	Diversity, Equity and Inclusion Consultant
DIVISION	People, Culture and Engagement
DEPARTMENT	People and Culture
REPORTS TO	Manager Learning and Organisational Development

ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. We pursue lasting change for a fairer and more compassionate Australia.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other organisations to address poverty across the nation.

Our work is varied. We deliver services to build capability and confidence across the life course, from the early years, youth and employment to services for people with disability and for older people in Australia. Our Op Shops and social enterprises are well known. So too are our programs that support digital literacy, energy efficiency and financial wellbeing. We research the causes and effects of poverty and connect policy, practice and research to advocate national, state and local policy solutions for people experiencing disadvantage.

The Brotherhood of St Laurence values diversity and inclusion with regards to its staff and the communities we serve. Our staff and volunteers come from diverse backgrounds, and we aim to create an inclusive working environment. BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be supported, respected, safe, happy and empowered. We are committed to the safety, participation, and empowerment of all our program participants.

DEPARTMENT PURPOSE

The People & Culture team is responsible for delivering strategic and operational people related strategies and services to the organisation to enable an inclusive, effective, efficient and agile organisation.

The BSL are embarking on a transformational journey reviewing current people practices, processes and systems to create a service environment that supports the delivery of inclusive, responsive and robust user centred services that will enhance the employee experience.

POSITION PURPOSE

The Diversity, Equity and Inclusion (DEI) Consultant will support BSL's efforts to develop, implement, and maintain diversity, equity, and inclusion initiatives. This role focuses on fostering an inclusive environment, addressing intersectional issues, and promoting equitable practices across the organisation. The DEI Consultant will design and deliver learning programs to improve the awareness and capability of the BSL workforce on DEI considerations. The DEI Consultant will work consultatively with Diversity Committees and Advisory groups (including the LGBTQIA+ Committee, the Disability Committee and the Reconciliation Action Plan Committee) to conduct Learning Needs Analyses and create learning which underpins the DEI Strategy.

KEY RESPONSIBILITIES

Intersectional Training Programs:

- Design and deliver learning programs to improve the awareness and capability of the BSL workforce on DEI considerations and impact on workplace culture.
- Design and implement tools and guidelines to assist in improving DEI knowledge and skills
- Facilitate sessions and discussions to enhance employees' knowledge and skills in fostering an inclusive environment for all.

Policy Review and Development:

- Review and revise BSL policies to ensure they promote diversity, equity, and inclusion.
- Provide input into new and existing policies that support DEI initiatives, with a particular focus on intersectional issues.
- Actively ensure compliance with all relevant DEI-related laws and regulations.

Community and Employee Engagement:

- Serve as a liaison between the BSL and various DEI-focused employee resource groups, including LGBTQIA+, Disability Inclusion Network, and First Nations Reconciliation Committee.
- Foster relationships with external DEI organisations, community groups, and stakeholders.
- Promote DEI initiatives through internal and external communication channels.

Data Collection and Analysis:

- Collect and analyse data related to diversity, equity, and inclusion metrics within the BSL.
- Use data to identify trends, inform decision-making, and measure the effectiveness of DEI initiatives.
- Prepare and present regular reports to DEI team and People, Culture and Engagement on DEI progress and outcomes.

Support and Guidance:

- Provide ongoing support and guidance to leaders and employees on DEI-related issues and concerns.
- Offer coaching and advice in the development of resources to enhance understanding and implementation of DEI practices.
- Provide support to the DEI team when addressing and resolving DEI-related conflicts or challenges within the organisation.

Program Implementation and Monitoring:

- Implement DEI programs and initiatives, ensuring they are effectively integrated into the organisational culture.
- Monitor the progress of DEI initiatives and provide consultative advice on continuous improvements to strategies as needed to achieve desired outcomes.
- Ensure that DEI efforts are sustainable and continuously improved upon.

Other:

- Work collaboratively within teams to achieve common goals
- Demonstrate a commitment to BSL's quality framework and culture by participating in and promoting quality actions through continual improvement activities
- In collaboration with manager, set goals and objectives to ensure outcomes are met
- Model BSL's values and adhere to the Code of Conduct in everyday work practices
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with BSL policies and procedures.
- This position will require indirect contact with children and/or vulnerable individuals
- Other duties as required

KEY SELECTION CRITERIA**Career Experience:**

- Solid track record implementing effective diversity and inclusion policies and/or programs in large, complex organisations.
- Ability to develop and facilitate DEI training programs.
- Collaborative and pragmatic in nature, with a demonstrated strong human centred/customer service focus is essential.
- Highly developed knowledge of diversity and inclusion practices, market insights, and trends
- Proven ability to articulate key messages to a variety of audiences in a dynamic and complex environment.
- Proven ability to work with ambiguity and changing priorities with the ability to draw on previous experience to deliver best fit solutions.
- Ability to identify and resolve problems and make appropriate recommendations.

Personal Qualities:

- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety.
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

Qualifications/other:

- Demonstrated strong relationship building skills and proven high capability and success in internal and external stakeholder management
- Outstanding change management and influencing skills, ideally with successful experience in enabling change
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines
- Demonstrated knowledge and competency in Microsoft Office Programs including Word, Excel and Outlook.

MANDATORY EMPLOYMENT CRITERIA

- Specific work requirements include and attendance at a variety of different work locations
- Proof of eligibility to work in Australia is required
- A satisfactory Police Check is required - BSL will support successful candidates in this process
- A Working with Children Check is required - BSL will support successful candidates in this process

The description of the position is a guide to the duties of the professional activities needed to undertake the position successfully. A review of the position description may occur and may be amended from time to time.