



Position Descriptions

KING & WOOD
MALLESONS

Position Title:	Diversity, Inclusion & Wellbeing Consultant
Supervisor:	National Diversity, Inclusion & Wellbeing Manager
Shared Services Team:	People and Development
Centre:	Sydney

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King & Wood Mallesons is committed to creating an inclusive, fair and respectful culture. We require all partners and staff to contribute to a safe working environment which is free from unlawful discrimination and/or harassment. We also require partners and staff to maintain a professional standard of dress, appearance and behaviour during work and at work related functions.

We acknowledge, understand, accept and value differences among all our people. This may relate to age, marital status, ethnicity, carer's status, gender, physical and mental disability, sexual orientation, gender identity, gender expression, spiritual practice or religious belief, for example.

We recognise the importance of reconciliation with Aboriginal and Torres Strait Islander peoples and pay our respects to them as the traditional owners of country.

Position Summary

This position supports the National Diversity, Inclusion & Wellbeing Manager in leading cultural change via a wide range of initiatives which contribute to a diverse and inclusive work environment.

Your key responsibilities

- Support the National Diversity, Inclusion & Wellbeing Manager to manage the Gender Equality Network program. This will involve sourcing new speakers, drafting invitations and letters and end to end management of events.
- Monthly reconciliation and reporting on the diversity team budget.
- Review and maintain all diversity intranet and internet pages.
- Advise P&D on the Working Parents at KWM program.
- In conjunction with the National Diversity, Inclusion & Wellbeing Manager manage and coordinate the national EEO Contact Officer and Wellbeing Officer network including coordinating bi-annual contact officer meetings, VC room bookings, recording of attendance, preparation of materials and external provider (if necessary).
- Convene monthly LINK Leadership Group meetings with the Chair and oversee execution of the LINK Business Plan.
- Draft the annual WGEA Compliance reporting and Employer of Choice for Gender Equality citation.
- Run and analyse various reports as required for diversity reporting eg: gender distribution, paid parental leave etc.

- Analysis of various diversity metrics including exit interviews, Engagement Survey results.
 - Draft bi-annual Wellbeing Board report using EEO and WHS data.
 - Draft written communications where appropriate.
 - Develop external networks to strengthen skills and knowledge eg. attend relevant forums, read research.
 - Provide administrative support including room bookings and other duties as required.
 - Monitoring key activities to ensure they continue to be relevant, appropriate and add value in the context of the firm and are fully integrated into the life of the firm.
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Your Key Relationships

- National Diversity, Inclusion & Wellbeing Manager
 - P&D team
 - Corporate Affairs, internal Communications team and Design team
 - Partners
 - EEO Contact Officers and Wellbeing Officers
 - External providers
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Capabilities

Our Capability Framework is a key tool to help drive business results and achieve our vision of leading the way in creating value, centred on what our clients need.

To succeed in this position the following capabilities are to be achieved:

People: Respectful and supportive interactions that lead to firm high performance | Building effective teams by empowering and coaching people | Leading through collaboration and accountability

Clients: Consistently delivering superior client service | Becoming a trusted advisor through deep understanding of the client | Building strong and enduring client relationships | Adapting flexibly to a changing environment to meet client needs

Firm: Application of technical knowledge to advance the client's commercial objectives | Development of legal and industry/sector expertise | Effective practice and project management | Building your professional reputation | Achieving financial and cost targets | Commitment to continuous improvement through innovation | Applying business acumen in pursuit of opportunities for the firm and clients | Effective workload and project management

Financial: Applying business acumen in delivery of service to clients | Achieving business, project and budget goals | Commitment to continuous improvement through innovation

Skills and Attributes

- HR qualifications or a general business qualification
- Good technical HR knowledge
- Exposure to diversity policies and programs, regulatory requirements and awards programs
- Experience with process and policy improvement
- Good commercial acumen
- Accuracy and attention to detail
- Ability to liaise with people at all levels of the organisation
- Ability to work unsupervised and in a proactive and responsible manner
- Strong organisational, coordination and administration skills
- Ability to manage multiple responsibilities and deadlines
- Strong verbal and written communication skills

- Self-motivated
 - Service orientated
 - Practical and action orientated
 - Can-do attitude; ability to work effectively under pressure
 - Experience with HRIS
 - Excellent IT skills
 - Excellent presentation skills
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Our Vision & Values

Our global vision

'To create a unified top tier global law firm headquartered in Asia'.

Across our global firm we have **values** that guide us and that we aspire to live up to

Client centric

Dynamic and entrepreneurial

One team. One firm

Excellence and innovation

Stewardship

Global perspective

.....these are the same whichever part of the firm you work in, in all countries.

As King & Wood Mallesons evolves to meet changing strategic and operational needs and objectives, so will the roles required of its staff. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. It provides an overall view of the incumbent's role as at the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in local area work and project plans, and in performance plans developed by the incumbent and relevant partner/ manager as part of KWM's performance evaluation, development and progression processes.