**DIVERSITY AND INCLUSION lead**

**Quality and Outcomes**

**Central office**

**At Anglicare Victoria our focus is on transforming the futures of children, young people, families and adults.** Our work is based on three guiding pillars: Prevent, Protect and Empower.

We strive to create an environment where employees feel valued and rewarded.

By living the Anglicare Victoria values and actively fostering fairness, equality, diversity and inclusion, our people make Anglicare Victoria a truly great place to work.

**So come and join us at Anglicare Victoria where there is a rewarding career ready for you** in a dedicated, professional team where respecting each other; leading with purpose; working together; and creating a positive difference are valued, and learning and creativity are encouraged.

**Position details**

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| **Position** | Diversity and Inclusion Lead |
| **Program** | Quality and Outcomes |
| **Hours** | Applications for full time or 0.8 FTE will be considered |
| **Hours per week** | Up to 38 hours per week |
| **Duration** | Ongoing |
| **Location** | Anglicare Victoria Central Office, 103 Hoddle St Collingwood 3067 |
| **Reporting**  **Relationship** | This position reports directly to the General Manager Quality and Review |
| **Effective date** | January 2022 |

**Overview of program**

Quality and Outcomes (Q&O) leads and champions a culture of continuous improvement across Anglicare Victoria (AV) that supports better outcomes for clients, volunteers and staff. Q&O seeks to embed the principle that quality is part of everyone’s role at AV and provides strategic leadership, governance and risk management and mitigation functions. Working across the wider organization, Q&O supports day to day operations, through accreditation, registration, performance data reporting, research and business compliance functions, as well as identifying and supporting implementation of operational improvements with the ultimate goal of prevention, protection and empowerment for our clients.

**The Position**

Reporting to the General Manager Quality and Review, the Diversity & Inclusion Lead will assume a lead role in the planning, establishment and delivery of key priority diversity and inclusion projects across AV. This will involve the establishment and management of relationships across AV including senior executives to front line staff in order to co-design, consult and implement complex projects. This leadership role will champion and provide expert advice on all relevant legislation, program requirements, governance frameworks, policies and procedures that relate to AVs diversity and inclusion obligations and aspirations. The role will also assist to embed a culture of diversity and inclusion and represent AV and our services at forums, meetings and training events with external agencies.

**Position Objectives**

The objectives of the position are outlined below. The role will aim to ensure that:

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|  | AV is compliant with all relevant diversity and inclusion obligations and has systems for auditing and continuous improvement. |
|  | All areas of AV are appropriately consulted with to design and implement the range of projects under this program of work including change management approaches and communication strategies. |
|  | Appropriate auditing, planning and preparation is undertaken for all relevant accreditation assessments in order to demonstrate strong compliance with legislative requirements and standards. |
|  | AV’s compliance with all relevant legislation and practice standards is robustly monitored and reported to the Executive Group(EG) |
|  | AV is professionally represented in all forums, meetings, training and partnerships with peak bodies, departmental stakeholders and any other external party |
|  | A well-articulated culture of diversity and inclusion is embedded across AV for the well-being and safety of our clients, staff and volunteers through strong communication, training and governance |

**Key responsibilities**

The key responsibilities are as follows but are not limited to:

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| **1.** | Collaborate, consult and develop an organization wide Diversity and Inclusion Framework and lead the development of AVs Disability Action Plan. Ensure that robust project management includes planning, delivery, reporting, evaluation and review of all projects and initiatives. |
| **2.** | Establish and maintain collaborative partnerships with relevant external partners (government departments, peak bodies and key agencies) and all areas in AV to ensure a high degree of credibility in the implementation of project deliverables. |
| **3.** | Co-ordinate the AV PRIDE Steering Committee and Working Groups to ensure strong governance and progress against improvement activities through robust project and document management and associated reporting. Support the AV PRIDE/Diversity and Inclusion Intranet sites and email inbox. |
| **4.** | Undertake pre-accreditation planning, coordination and progress reporting (audits, data analysis, written reports, gap analysis and the development of remediation strategies) for Rainbow Tick accreditation assessment. |
| **5.** | Establish methods for measuring; outcomes, performance tracking, evaluation, data reporting and analytics in relation to projects and compliance against standards |
| **6.** | Identify and progress opportunities for the development of strategic partnerships and engagement with external stakeholders, partners and/or networks as required |
| **7.** | Develop and implement new policies and procedures as required. |

**Key Selection Criteria**

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| 1. A relevant tertiary qualification at degree level with significant experience in Quality Systems, Community Services, Project Management and/or Organizational/Change Development. Evidence of professional development in change management, continuous improvement or strategic leadership is desirable. |
| 1. Experience in development and implementation of projects, initiatives, frameworks, policies and procedures underpinned by legislation or compliance standards. The standards relevant to this role will include those pertaining to Diversity and Inclusion, Rainbow Tick and the development of a Disability Action Plan |
| 1. High level communication and interpersonal skills, with the ability to influence appropriate outcomes in complex work situations. |
| 1. Highly developed planning and organisation skills to effectively establish priorities and complete assigned tasks within prescribed timeframes (often working autonomously), including the development implementation and evaluation of projects using sound project management methodology. |
| 1. Demonstrated experience in report writing with the ability to provide authoritative advice and effectively translate and present complex concepts and information. |
| 1. Demonstrated ability to work in a dynamic environment responding flexibly to meet changing needs, priorities and deadlines. |

**Our commitment to Child Safety**

AV is committed to protecting children and young people from all forms of harm and abuse.

As a senior manager you are required to report any concerns raised by, or on behalf of, children and young people in accordance with mandatory reporting, reportable conduct and incident management procedures. Everyone at AV has a role to play in keeping children and young people safe and your role will support and drive this commitment, ensuring individuals and teams behave appropriately towards children and young people at all times.

**Cultural Safety in the Workplace**

Anglicare Victoria recognizes the important and unique contribution Aboriginal and Torres Strait Islander employees make by bringing their unique skills, knowledge and experience to the workplace. They also contribute important insight into how Anglicare Victoria can provide for and engage with Indigenous clients and communities more effectively.

Our Reconciliation Action Plan (RAP) and Workforce Strategy outlines Anglicare Victoria’s commitment to leading and facilitating sustainable employment, training, retention and career development opportunities for Aboriginal and Torres Strait Islanders people.

**Our commitment to diversity and inclusion**

AV strives to be an inclusive, safe and responsive organisation that promotes diversity and actively supports inclusion for people and communities identifying as, but not limited to:

* Aboriginal and Torres Strait Islander
* LGBTQI+
* people with disabilities
* people from diverse cultural and linguistic backgrounds
* people of all ages
* people with caring responsibilities
* people with diverse religious beliefs or affiliations.

All AV employees, contractors and volunteers are required to:

* take reasonable care to respect differences, to foster a workplace that is safe, healthy, positive, supportive and free from all forms of harassment, bullying and discrimination
* undertake all interactions with clients, families and co-workers in a culturally sensitive manner and take appropriate account of cultural and linguistic diversity
* address any unacceptable behaviour witnessed or experienced within the workplace directly with the individual/s responsible, if safe to do so or report to a relevant Supervisor or Manager
* participate and contribute in training, events and learning opportunities to celebrate differences, increase awareness and understanding of diversity and inclusion
* raise concerns and/or complaints in a constructive manner, including identifying possible solutions.

**Occupational health & safety (OHS)**

Anglicare Victoria is committed to ensuring the health and safety of its employees and any other individuals present in our workplaces.

In achieving and maintaining workplace health and safety, Anglicare Victoria will apply best practice in OHS in accordance with statutory obligations at all times.

All Anglicare Victoria employees, contractors and volunteers are required to:

* Take reasonable care for their own health and safety and for that of others in the workplace by working in accordance with legislative requirements and the company’s OHS policies and procedures.
* Take reasonable care their actions or omissions do not adversely affect the health and safety of themselves and others.
* Cooperate with any reasonable directions, policies and procedures relating to health and safety in the workplace.
* Report all injuries, illness or ‘near misses’ to their Supervisor or Manager.
* Participate in relevant health and safety training based on roles and responsibilities.
* As required, participate in the development and implementation of specific OHS hazard and risk management strategies.

In addition to the above, positions with supervision or management responsibility are required to ensure a safe and healthy work environment for all employees, clients, contractors and visitors. This can be achieved by ensuring all people are aware of and have access to OHS policies, procedures, training and reporting systems.

**Conditions of employment**

* An attractive remuneration package will be negotiated with the successful applicant. Salary Packaging is offered with this position.
* All offers of employment at Anglicare Victoria are subject to a six month probationary period. The staff member will be asked to participate in an annual performance review linked to objectives set out for the position.

Anglicare Victoria conducts safety screening practices for all preferred applicants. Safety screening must be satisfied prior to formal offers of employment being made and must be keep current to ensure ongoing employment. These include but are not limited to:

* An Australian Criminal History Check
* An International Criminal History Check for those who have lived outside of Australia for longer than 12 months in the last ten years
* A current Employee Working with Children Check
* Full Victorian Drivers License

Anglicare Victoria is required to comply with the terms of the Victorian Government’s Chief Health Office issued COVID-19 Mandatory Vaccination (Workers) Directions. As an employee please be aware that in order to perform this role you will be required to adhere to the Directions and provide evidence of your vaccination status.