

Position Description



Position information

Position Title	Diversity Equity & Inclusion Lead
Classification	Band 7
Employment Status	Ongoing
Reports to	Coordinator Strategy, Learning & Culture
Division	CEO
Department	People and Strategy

Our strategic context

Council Plan Vision Achievement

We partner with our community to protect and care for the community of life in Bayside making an inclusive, active, healthy, connected and creative experience for all.

Position Objective

The key objective of the Diversity, Equity and Inclusion (DEI) Lead role is to play a principal role in leading Bayside's DEI ambition – to be a diverse, equitable and inclusive organisation where everyone feels respected and valued.

This role will work collaboratively with the Coordinator Strategy, Learning & Culture to enable the organisation to continue to build the culture and practices to achieve Council's DEI goals. This will primarily be through designing, developing, implementing, and measuring the DEI strategy and its associated action plan, outlining enterprise-wide programs and initiatives, networks and events and external partnerships. The DEI Lead will be the primary point of contact for all Bayside DEI matters, engaging broadly and deeply across the organisation and, where required, externally, throughout the delivery of the action plan.

Position - Responsibilities

Responsibility	Outcomes
Diversity, Equity & Inclusion strategy and action plan design and development with oversight.	A clear strategy for Diversity, Equity and Inclusion is embedded in the organisation and the steps that will accelerate the organisation towards its strategic DEI goals through gender equality, sexual harassment prevention, reconciliation, LGBTIQ+ and disability are mapped and monitored. Key metrics of Bayside's DEI aspirations identified.
Measurement and Reporting	Bayside's diversity targets and objectives are appropriate, and regular metrics and reporting are provided to the ET, Senior Leaders and other key stakeholders to influence Bayside's DEI journey.

	Diversity and inclusion data is kept up-to-date and reports clearly articulate key metrics performance.
Design and delivery of DEI Programs and initiatives	<p>All programs and initiatives have clear desired outcomes, evaluation criteria and delivery channels and are based on the latest research, trends and insights.</p> <p>Programs and initiatives are delivered on time, to budget, with change plans and enable the organisation to build the culture and practices to achieve the desired DEI benefits.</p>
Coordination of DEI networks	Formal and informal diversity networks supported and grown and where required appropriate governance is in place
Provide up to date DEI subject matter expertise	DEI subject matter expertise provided to support the development of the Employee Value Proposition, Total Rewards Strategy, learning, leadership and culture initiatives.
Leveraging & Influencing Stakeholders	<p>Storytelling used to connect and partner with Bayside leaders and employees to drive inclusion outcomes, provide future focused advice and build Bayside's awareness and understanding of D, E & I barriers, challenges and opportunities.</p> <p>Greater understanding within the organisation of why Diversity, Equity and Inclusion is important within Bayside</p> <p>Leaders demonstrate they value difference through:</p> <ul style="list-style-type: none"> • Business Plans having a focus on building a diverse and inclusive workforce • Discrimination eliminated • Positive improvement of Survey results for supervisors and managers actively supporting diversity and inclusion in the workplace

Position - Organisational Relationships

Reports to:	Executive Manager People & Strategy
Key Internal Contacts:	People and Strategy Team CEO and Executive Team Council leaders and employees at all levels
Key External Contacts:	Training consultants, contractors and software providers Professional bodies and interest groups Relevant stakeholder groups and organisations

Position - Delegations

Financial Delegations:	As per Financial delegations
HR Delegations:	As per People and Position delegations

Position - Organisational Relationships

Reports to	Coordinator Strategy, Learning and Culture
Key Internal Contacts	People and Strategy Team Reconciliation Project Officer Inclusion Officer CEO Council leaders and employees at all levels
Key External Contacts	Training consultants, contractors and software providers Professional bodies and interest groups Relevant stakeholder groups and organisations

Position – Skills and Competencies

Responsibility	Outcomes
Accountability and Extent of Authority	<p>The incumbent is expected to operate with the following accountability and authority;</p> <ul style="list-style-type: none"> Accountability, in collaboration with Coordinator Strategy, Culture & Learning for design and development of DEI programs and initiatives that align to and support the achievement of organisational strategy and aspirations. Accountability for recommending and finalising changes to DEI policies and processes using stakeholder feedback.

Responsibility	Outcomes
	<ul style="list-style-type: none"> • Accountability for the design of change plans to enable the organisation to build the culture and practices to achieve the desired DEI benefits • Accountable for providing specialist advice and support to individuals experiencing DEI challenges within the organisation and working in partnership with the People and Strategy Business Partners to provide targeted support to teams (Employment matters would be referred to People and Strategy Business Partners for case management)
Judgement and Decision Making	<p>The role is expected to:</p> <ul style="list-style-type: none"> • Exercise, judgement and discretion regarding confidential or sensitive issues. • Draw on Council's procedures and guidelines and the application of professional or technical knowledge and/or experience in decision-making and advice. Decisions and advice may require creativity and problem solving, drawing on Council's procedures and guidelines and the application of professional or technical knowledge and/or experience. • Work with the People & Strategy team regarding the appropriate management and pathways for complex DEI employee issues.
Interpersonal Skills	<ul style="list-style-type: none"> • Maintain strong internal relationships and trust to ensure DEI needs can be identified, influenced and cooperation and assistance gained from managers, colleagues, and employees in general. • Ability to engage within and across teams in the development of initiatives and projects • Strong written and verbal communication to build commitment to DEI • The ability to liaise with counterparts in other organisations to discuss specialist matters and with other employees in other functions within Council to resolve intra-organisational issues. • Sound oral communication and engagement skills with the capacity to present to a variety of forums. • Strong written communication skills. • Team player able to work and support colleagues to achieve the outcomes required and demonstrate constructive behaviours. • Manage strong supplier relationships while ensuring that services are provided in line with agreements.
Qualifications and Experience	<ul style="list-style-type: none"> • A tertiary qualification and/or relevant experience in a similar field such as Human Resources, Education, Business or Psychology.

Responsibility	Outcomes
Specialist Skills and Knowledge	<ul style="list-style-type: none"> • Highly developed writing skills, including the ability to prepare concise briefing documents, reports and communications to internal and external stakeholders. • Demonstrated ability to synthesise findings from research, case studies, surveys and program feedback to continually improve offerings. • Proven ability to analyse and interpret a large range of data to effectively communicate and influence through the story of what the data means for Bayside. • Ability and experience in delivering programs and initiatives using project management skills to meet deadlines and budget. • Experienced in the facilitation of workshops with leaders and employees. • Understanding of Change Management principles and practices
Management Skills	Manage the delivery of the DEI Program within budget

What we are all responsible for

Values and Behaviours

- Embrace and live the shared values of Bayside City Council: Respect Each Other, Own It, Work Together, Find Better Ways.
- Reflect these values in how we do business and how we treat each other, our customers and our community members.
- Work in a manner that reflects the agreed Team Behaviours.

Code of Conduct

All employees are required to comply with the standards of behaviour that are outlined in the Code of Conduct. The Code of Conduct sets the expectations Council has of all employees, as well as the expectations that employees can have of Council. It helps us to understand our responsibilities in terms of:

- Adhering to Council policies and procedures, and the law
- Dealing with Council Property
- Corporate Obligations
- Personal Conduct.

Customer Service

We are committed to being a customer-focussed organisation that delivers excellent and effective customer service at all levels. By engaging with the community, delivering simplified processes, and exceeding expectations, we are committed to customer service that will be:

- Easy to deal with
- Empathetic
- Effective
- Trusted

Diversity, Equity and Inclusion

We are focused on creating a psychologically safe culture where our people feel respected and free to speak up. A culture where:

- Inclusivity becomes a conscious standard practice.
- We have a safe workplace where people are respected, heard and valued.
- We have a thriving high-performance culture.
- We are able to achieve our strategic goals.

Safeguarding Children and Young People

We are committed to building a culture that keeps children and young people we support and engage with safe from abuse through:

- Promoting the safety and wellbeing of children and young people to whom we provide services
- Ensuring that our interactions with children and young people are consistent with the Safeguarding Children and Young People Policy and Safeguarding Children and Young People Code of Conduct
- Speaking up and reporting any suspicions, concerns, allegations or disclosures of alleged abuse, by staff and those with whom we interact
- Following policies and procedures for safeguarding children and young people.
- Maintaining a valid Working with Children Check

Workplace Health, Safety and Wellbeing

- Read and comply with all OHS policies and procedures in relation to your OHS roles and responsibilities.
- Immediately report all hazards and incidents, following the appropriate processes and using the online hazards and incidents form.
- Work in a manner that will not endanger yourself or any other person.
- Assist new employees in the use of proper work practices and procedures.
- Use personal protective equipment clothing or equipment (PPE) provided as instructed by your supervisor and report any defective or damaged PPE.
- Not attempt any task unless you are capable and competent to carry out the task.

Sustainability

- Demonstrate individual responsibility and commitment to sustainability by complying with Council's internal policies and guidelines.
- Participate in staff initiatives and change campaigns to reduce impact on the environment, including energy and water efficiency, recycling and avoiding waste, zero carbon transport and sustainable procurement