

<b>Position Title</b>	Diversity, Equity and Inclusion Advisor
<b>Portfolio</b>	People & Organisational Development
<b>Division</b>	People & Culture
<b>Department/Cost Centre</b>	People & Culture - 04300
<b>Classification</b>	Specialist Staff 7
<b>Position Number/s</b>	102478
<b>Reporting to</b>	Manager – People & Culture
<b>Supervises</b>	NIL

## Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast-paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

## Division Overview

The People & Culture team lead our employment life cycle including employee capability, purpose and values that assists South West TAFE in achieving its strategic plan. We do this by:

- Developing strategies designed to attract, retain and engage our workforce;
- Supporting our employees with recruiting, corporate inductions and professional development events;
- Promoting and developing a high-performance culture across the organisation;
- Modelling a practice of engagement and collaboration with our employees;
- Managing remuneration, staff payroll, WorkCover and return to work activity.
- Promoting a workplace culture embraces Diversity Inclusion and Equity

## Position Overview (Your Opportunity)

The Diversity, Equity & Inclusion Advisor is a role in the People & Culture team, responsible for SWTAFE supporting a positive and diverse workforce and promoting a workplace culture that embraces inclusion and equality. The role will work across SWTAFE building on previous work in relation to gender, equity and diversity programs.

The Diversity, Equity and Inclusion Advisor provides project management and co-ordination of activities to support the development of the Diversity and Inclusion Plan across SWTAFE. The role develops, supports and drives the implementation and communication approach of SWTAFE's Gender Equity plan. This is including working with the Manager People and Culture to report to the Executive and Board.

The Diversity, Gender and Inclusion Advisor provides a full range of Diversity Equity and inclusion advice to all executives, management and employees across South West TAFE. As the primary source of expert advice and information within the P&C department, the Diversity, Equity and Inclusion Advisor acts in an advisory and interpretative role providing comprehensive professional advice, confidential direction and ongoing support.

Additional responsibilities include the review, development and implementation of HR policies and procedures, as well as providing advice, coaching and guiding others on a range of Diversity, Equity and Inclusion related matters.

The Diversity, Equity and Inclusion Advisor works independently in their day to day operations and maintains a specialist and comprehensive knowledge of South West TAFE policies/procedures, employment awards and agreements, legislation and contemporary human resource issues.

### Key Accountabilities

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All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

#### **Your Position**

- Provide timely Diversity, Equity and Inclusion advice, support and consultancy to executives, managers and employees in workforce planning, job design, recruitment and on-boarding, employee relations, performance management, remuneration, conflict resolution and off-boarding.
- Define, manage and complete complex projects across the wider organisation monitored against milestones and goals
- Maintain a comprehensive knowledge of Institute policies/procedures, employment awards and agreements, legislation, and contemporary human resource issues and engage with professionals and organisations to maintain an understanding of current Diversity, Equity and Inclusion issues and legislative changes and ensure the development and maintenance of best practice principles.
- Oversee, support and implement SWTAFE Gender Equity Plan including actions, evaluation framework, reporting to the Manager People and Culture and consequently to Executive Team and Board and developing and implementing the communication strategy.
- Set up and be the Project management of a governance process to ensure legislative requirements are being met.
- Modify develop and effectively implement a suite of people related policies and procedures in the positions area of accountability which are reviewed regularly to ensure compliance, best practice and responsiveness to changing business needs.
- Undertake the review of policies, plans, strategies and programs and work with impacted Business Areas to include diversity, inclusion and equity actions, targets and outcomes
- Undertake gender Impact assessments as required
- Support the HRMIS consultant to undertake necessary reporting requirements.
- Work with SWTAFEs People and Culture team to support organisational change through initiatives such as training, research and policy development.
- Provide leadership and expert advice across SWTAFE in the position's accountabilities.
- Work with current project owners to support and incorporate any employee related components of other key initiatives; disability inclusion, family violence program and indigenous inclusion plan into the Diversity and Inclusion Framework.
- Provide timely and accurate expert advice to SWTAFE business partners and support them by providing them with the appropriate tools and training as required
- Ensure consistency with the Child Safe Standards and respond in accordance with Institute's policies and agreed practices
- Work closely with cross-functional experts to ensure the diversity and inclusion plan objectives are formalised and met as well as driving programs of work to ensure delivery of overall strategies.

#### **Your Organisation**

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

## Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Extensive relevant work experience in a People and culture environment, with demonstrated capacity to be able to undertake a comprehensive range of Diversity, Equity and Inclusion advice
- Highly developed interpersonal skills, including the ability to deal with issues of a confidential and sensitive nature, and the ability to establish trust and build strong relationships, in order to provide a high level of general and tailored support and advice to all levels of the organisation
- Demonstrated knowledge, practical experience and interpretative capacity to advise and support the organisation on a broad range of People and Culture matters
- Demonstrated initiative and the ability to articulate issues, including well developed analytical, problem solving and research skills necessary to identify appropriate and relevant strategies to problems
- A proactive and level-headed approach with proven project and time management ability to meet deadlines, achieve goals and to work concurrently on multiple tasks and work schedules, whilst ensuring a high level of attention to detail
- A willingness to contribute positively to the People & Culture operational goals and in-turn assist with the strategic direction of the Institute as a whole

## Qualifications and Requirements

### Mandatory requirements

- Relevant Degree and relevant post graduate qualification and experience, or a combination of lesser formal qualifications combined with substantial experience and specialist expertise or broad knowledge in technical and administrative fields
- Substantial experience using Microsoft Office products, HRIS and e-recruitment systems, Internet based applications and database management software
- Employee Victorian Working with Children and satisfactory Police Check

### Highly desirable requirements

- Experience in Vocational Education & Training (VET) Industry

## Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position.
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
<b>Prepared by</b>	Recruiting/Hiring Manager		
<b>Approved by</b>	Department Executive Manager		
<b>P&amp;C review</b>	People & Culture		
<b>Agreed by</b>	Incumbent		