Role Description

OFFICIAL

Government of South Australia

human services

Role title:	Classification:
Senior Diversity, Equity and Inclusion Consultant	ASO6
Division/Business unit:	**Reports to:**
People and Culture / Organisational Development & Learning	Manager, Organisational Development

Role purpose:

The Senior Diversity, Equity and Inclusion Consultant is a role within People and Culture and is accountable to the Manager, Organisational Development for:

- Leading the successful implementation of diversity, equity and inclusion (DEI) strategies to create a diverse and equitable workplace.
- Providing analysis and advice on organisational trends and data within the department to drive leadership development and diverse and inclusive practices.
- Representing the department on relevant public sector government working groups and committees to foster best practice and enable collective learning and sharing of information.

Key outcomes and accountabilities:

1. Formulate, implement, and evaluate departmental frameworks, guidelines, and strategies to support diversity and inclusion across DHS, including the Diversity, Equity and Inclusion Strategy.
2. Establish, implement, and maintain a monitoring and reporting framework which provides the department with meaningful information on progress toward meeting Diversity, Equity and Inclusion Strategy actions.
3. Facilitate events such as focus groups, training, workshops and other engagement activities with key internal and external stakeholders and subject matter experts to identify gaps and trends, understand business needs and ensure effective solutions are identified.
4. Scope, design, implement and evaluate diversity, equity and inclusion programs, projects and activities contributing to the strategic and operational success of the department, ensuring support of agency and whole of government initiatives.
5. Provide coaching, expert advice and solutions to senior leaders, managers and employees relating to creating a diverse, equitable, and inclusive culture and improving outcomes in these areas.
6. Coordinate relevant programs and event management, including planning and design, contract, and resource management.

Note: Any other responsibilities in line with the classification level of the role as assigned by Line Manager and/or the Department. The responsibilities as specified above may be altered in accordance with the changing requirements of the role.

Special conditions:

Prior to being employed, the successful applicant will be required to obtain a National Police Check if new to the Department and a satisfactory Employment-related Screening Check where this is required for the role.

Key Relationships/Interactions:

- Manager, Organisational Development (line manager)
- Organisational Development team
- Diversity, Equity and Inclusion Committee and Employee Led Networks (ELNs)
- People and Performance Division
- Senior managers and employees across DHS
- Public sector agencies, including the Office for the Commissioner for Public Sector Employment (OCPSE), organisational development networks and external service providers.

Budget/Delegations:

No budget or delegation accountabilities for this role

DHS expectations and values: (Organisational contribution)

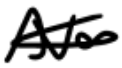
- Understand and follow workplace safety initiatives, identify hazards and contribute to a safe working environment, as well as follow procedures to manage and minimise risks within DHS.
- Follow the principles of a sustainable working environment by following departmental greening initiatives.
- Model ethical behaviour and practices consistent with the SA Government Code of Ethics for Public Sector Employees, Values and DHS Working with Children and Young People Code of Conduct
- Understand and follow the principles and practices of the Information Sharing Guidelines for Promoting Safety and Wellbeing (ISG) and the DHS Appendix to the ISG to facilitate appropriate information sharing practice within the context of this department.
- Take action and provide services that are inclusive of Aboriginal people, people from culturally and linguistically diverse backgrounds, LGBTQIA+ people and people living with disability, as well as engaging in learning about other cultures and diverse communities to better establish relationships and improve services.

Role specific capabilities: *(Skills, experience, knowledge, attributes)*

1. **Strategy Management** - Demonstrated ability to manage and evaluate significant organisational strategies, diversity programs or other initiatives, including communication with stakeholders and employees.
2. **Relationship and networks** - Build and maintain effective working relationships across key stakeholders and employees in a complex and changing organisation. Experience in the delivery of focus groups, workshops, and other stakeholder engagement activities.
3. **Technical expertise** - Demonstrated knowledge of diversity, equity and inclusion, organisational development and human resource management issues in a contemporary public sector context.
4. **Strategic thinking** - High-level analytical, conceptual, and innovative skills, including the capacity to think and act strategically.
5. **Communication** - Proven experience in presenting complex and sensitive issues and findings verbally and in writing, such as reports, policies and briefings.
6. **Project Management** - High-level project management experience including development, implementation and evaluation of project outcomes relating to diversity, equity and inclusion initiatives.
7. **Innovation** – Being creative, innovative, and flexible when approaching issues and devising solutions in the workplace.

Qualifications:
Desirable: Tertiary qualification in Psychology/Organisational Development, Human Resource Management or related discipline.

Key leadership competencies and expected behaviours at this classification:
Supports and implements strategic direction ☒ Understands the big picture and contributes to the development of strategic direction. ☐ Assumes ownership of team goals and business objectives. ☒ Works with a whole-of-government mindset and aligns objectives with organisational priorities. ☒ Looks for opportunities to initiate continuous improvement, communicating effectively in times of uncertainty. ☒ Identifies and analyses complex problems relating to the team's work objectives.
Achieves and monitors own results ☒ Delivers results and improvements to meet team objectives. ☒ Evaluates existing systems and resources and identifies opportunities for development and improvement. ☐ Makes decisions and manages risks affecting the team and individual role, even in ambiguous situations. ☒ Abides by the laws, regulations and policies determining team and individual role activities. ☒ Holds self and others accountable for reaching team outcomes and escalates issues where necessary. ☒ Monitors team/project performance and seeks feedback to guide improvements. ☒ Develops job-specific expertise and builds on knowledge and skills to achieve objectives.
Enhances service delivery excellence ☒ Adds value by setting, reaching and encouraging high performance standards. ☒ Identifies and raises awareness of trends, potential problems and opportunities to meet the current and future needs of the business. ☒ Provides others with ongoing feedback and coaching for development. ☒ Identifies learning opportunities and encourages innovation and resourcefulness to meeting team performance standards. ☐ Embeds a strong customer service ethos by understanding needs. ☒ Effectively manages resources to meet competing and complex demands.
Cultivates productive working relationships ☒ Seeks to understand the perspectives of others and the implication in the wider public sector. ☒ Tailors approach to ensure information is understood and key actions are agreed upon ☐ Constructively manages and resolves conflict by identifying boundaries and appropriate workarounds. ☒ Genuinely values the input, expertise and experience of others; promotes information sharing to gain new insights and deliver outcomes. ☒ Engages in strategic relationships with internal and external stakeholders. ☒ Is sensitive towards diverse agendas, concerns, interests and views and can adapt approach accordingly
Exhibits personal drive and professionalism ☒ Acts with integrity and promotes consistency among principles, organisational values and ethical behaviour. ☐ Displays belief in own strengths and abilities, challenges issues constructively and acknowledges mistakes. ☒ Adapts effectively to changing priorities and work demands, responding in a controlled manner. ☒ Self-evaluates performance, seeking feedback from others, recognising how behaviour impacts others. ☒ Promotes a culture that values respect and diversity within the team, and models this in all interactions. ☐ Ensures a focus on wellbeing and safety for self and others and raises concerns where necessary.

Approval:		
Assessed by: James Johnson, Human Resources Business Partner		Date: 21/02/2025
Approved by: Sarah Van Diepen, Director, Organisational Development and Learning		Date: 21/02/2025