

POSITION DESCRIPTION

DIVERSITY AND INCLUSION OFFICER	
POSITION NUMBER	CCB005
DIRECTORATE	Community and Culture
SECTION	Community and Early Learning Services
REPORTS TO	Coordinator Community Capacity Building
DIRECT REPORTS	Nil
GRADE	11
CONDITIONS OF EMPLOYMENT	Local Government (State) Award 2020
DATE PREPARED	March 2021
DATE LAST UPDATED	October 2021

1. PURPOSE OF THE POSITION

The Diversity and Inclusion Officer drives community engagement and advocacy, providing a voice to vulnerable communities and responding to diverse community needs. The position is responsible for the development and delivery of Council's Disability and Inclusion Action Plan (DIAP) whilst also coordinating and monitoring its implementation to ensure equality of access for all levels of ability. The position manages Council's community safety program.

2. KEY ACCOUNTABILITIES

- 2.1 Develop and implement Georges River Council's DIAP.
- 2.2 Deliver outcomes from the DIAP.
- 2.3 Work closely with internal stakeholders to ensure the DIAP outcomes are included in all new projects and existing facilities.
- 2.4 Work directly with and facilitate Council's key community Reference Groups, including the Aboriginal Reference Group, Multicultural Reference Group and the Access and Inclusion Reference Group.
- 2.5 Evaluate and regularly report on agreed outcomes and progress of the DIAP and any action plans relating to the community safety program and the DIAP.
- 2.6 Prepare high level reports and presentations across a range of community capacity building topics including but not limited to Executive team reports, Council reports and Notice of Motions.
- 2.7 Assist in the preparation, monitoring and review of project budgets in relation to allocated work responsibilities.
- 2.8 Other duties as required by the Coordinator Community Capacity Building.

3. WORKPLACE HEALTH AND SAFETY

'There is always time to work safely'. We all have a responsibility for Workplace Health and Safety. All employees must observe safe work practices and operating procedures and comply with the requirements of the WHS legislation and Council's Policies and Procedures relating to Workplace Health and Safety.

4. MODEL CODE OF CONDUCT

Council's Model Code of Conduct sets out minimum standards of conduct that is expected of employees and which we must adhere to. Employees must be impartial and fair in dealings with residents, customers, suppliers, general public and with each other in order to retain trust, confidence and support.

5. EQUAL EMPLOYMENT OPPORTUNITY

Georges River Council wants to build a workplace free from discrimination and harassment. It is the responsibility of all employees to ensure that they treat all colleagues and customers with respect and professionalism without regard to non-relevant criteria or distinctions.

6. COUNCIL'S POLICIES, MANAGEMENT GUIDELINES AND PROCEDURES

Comply with all Council's Management Guidelines, Policies and Procedures

7. CUSTOMERS

- 7.1 Provide effective service to Council customers and the community
- 7.2 Provide effective service to internal customers
- 7.3 Present a positive image of Council

8. LIMITS OF AUTHORITY

Please note that this position holds delegations pursuant to section 378 of the Local Government Act. Responsibilities are to be exercised in accordance with Council's Delegations of Functions.

9. SELECTION CRITERIA

Qualifications, Certificates & Licences

- 9.4 Tertiary qualifications in Project Management, Social Sciences or related disciplines.

Essential

- 9.3 Comprehensive experience in project management.
- 9.4 Demonstrated understanding of issues relating to diversity and inclusion, and physical/intellectual access issues, and their practical application.
- 9.5 Extensive budget management experience.
- 9.6 Ability to effectively plan, implement and evaluate community projects and events.
- 9.7 Demonstrated experience in community consultation and engagement.
- 9.8 Demonstrated ability to work as a member of a multi-disciplinary team and with other community organisations.
- 9.9 Well-developed written and oral communication skills, and excellent interpersonal skills.
- 9.10 Ability to set priorities and sound organisational and time management skills.



9. SELECTION CRITERIA

- 9.11 Must be fully vaccinated (minimum 2 doses) with an approved COVID-19 vaccine and provide Council with evidence of vaccination, or an accepted certified medical contraindication. Council reserves the right to confirm the validity of contraindications in accordance with NSW Health guidelines, and to direct a Worker to undertake an independent medical examination in relation to the issuance of a medical contraindication certificate.

Desirable

- 9.12 Experience working in Local Government.
- 9.13 Knowledge of the characteristics of Georges River local government area.

EMPLOYEE ONLY

I have read and understand the content of this Position Description and undertake to meet the key accountabilities in an appropriate manner.

Employee Name: _____

Signature: _____

Date: _____

