

Change, Diversity and Inclusion Partner

Position Description

Directorate:	Corporate Services
Reports to:	Manager, People Strategy and Change
Direct reports:	NIL
Location:	Flexible within any of the Society's main metropolitan or regional offices across NSW.
Primary position objective:	Support the implementation of the Society's People Strategy for members, volunteers and staff, through ongoing development of diversity and inclusion and the effective facilitation and management of organisational change.

The St Vincent de Paul Society is an Equal Employment Opportunity Employer

Directorate overview

This position is in the Corporate Services directorate. The teams within the directorate and their functions are:

Strategy and Outcomes: this team is responsible for implementing a Society-wide planning, monitoring and reporting framework to support the achievement of the goals of the Strategic Plan; and leading the measurement of performance and outcomes of Society programs, services and functions.

Safety and Workforce Operations: this team is responsible for state-wide work, health and safety strategy; work, health and safety audits; wellbeing; return to work; recruitment and retention; and employment relations.

People and Culture: this team is responsible for the Society's people related functions and strategy including people strategy; people policy; people systems; diversity and inclusion; organisational development; recruitment; people and culture services; employment relations and business partnering.

Accountabilities and responsibilities

The Change, Diversity and Inclusion Partner will:

- Contribute to the successful implementation of the Strategic Plan by supporting translation and implementation of strategic plans into people, change, diversity and inclusion plans
- Support development, implementation, review and implementation of the People and Culture Strategy in line with the broader Society strategy
- Lead key strategic and operational initiatives in diversity and inclusion and support culture work more broadly

- Collaborate and build capability in People and Culture and across the Society in diversity and inclusion, and broader organisational development to contribute to Vinnies being a truly inclusive place to work
- Support effective change management for key people initiatives such as culture, diversity and inclusion – including the Disability Inclusion Action Plan (DIAP) - and enable change sustainability
- Bring internal and external insights from multiple sources and networks to build organisational understanding and application of best practice
- Work with People and Culture teams and D&I-related network/working groups and Committees to embed diversity and inclusion into people policies, practices, processes and learning
- Lead the development of and collaboratively manage the Society's Diversity and Inclusion calendar.
- Contribute to a safe working environment for members, staff and volunteers by implementing the Society's workplace health and safety practices.
- Contribute to risk management protocols and procedures to ensure compliance with legal, employment and governance requirements

Critical Key Performance Indicators (KPIs)

- Facilitate the development, implementation and review of people, diversity and inclusion strategies and plans in line with agreed standards, timeframes and milestones, given tight timeframes and the need to maintain accuracy and attention to detail.
- In collaboration with key stakeholders, facilitate effective implementation of the Society's DIAP
- Delivery of individual and workplan KPIs on time and within budget
- Facilitate the flow of information across teams and directorates to inform decision making relating to the Society's people, diversity and inclusion strategies and plans.

Key working relationships

In addition to the Manager, People Strategy and Change and their direct reports and peers the Change, Diversity and Inclusion Partner will foster close working relationships with:

- Other members of the Corporate Services team;
- Senior Leaders across Directorates;
- Regional Directors (Membership, Volunteers and Regional Operations); • Disability and Inclusion team members.

Critical capabilities

There are nine capabilities expected of all employees across the Society:

- **'People we serve' centric:** (Level 2) Enable the delivery of high-quality services that provide a hand up for the people we serve.
- **Values based leadership:** (Level 2) Manage teams and areas of work to align to the Society's mission, vision, values and lay Catholic heritage.
- **Impact focus:** (Level 3) Manage the delivery of positive impact through informed decision making and efficient and effective use of resources.

- **Collaboration:** (Level 3) Manage collaboration with Conferences, directorates and teams to create opportunities, solve challenges, foster the Society's mission and implement the Strategic Plan.
- **Change leadership:** (Level 3) Manage and mobilise resources to deliver change.
- **Team performance:** (Level 2) Motivate and manage individual and team performance and develop their capabilities.
- **Digital engagement:** (Level 2) Enable and facilitate participation in virtual, dispersed teams using digital tools.
- **Innovation and improvement:** (Level 3) Facilitate an improvement in existing and new services, and ways of working.
- **Financial acumen:** (Level 2) Enable others to use the Society's resources responsibly and keep expenses within budget.

Role-specific criteria

- Experience developing and implementing effective people and change plans, with consideration of key organisational and external factors.
- Track record effectively delivering organisational development projects and initiatives with demonstrated ability in managing competing priorities and applying attention to detail.
- Strong diversity and inclusion experience and demonstrated experience providing both strategic and operational advice.
- Excellent relationship management and communication skills, with proven ability to positively influence, collaborate effectively, and enable positive behaviour change with internal and external stakeholders at all levels.
- Ability to really listen to people, reflect, learn, show empathy, and quickly build rapport.
- Demonstrated change management experience with a drive for results and ability to analyse and apply insights to inform and positively impact the organisation.
- Proven ability to effectively engage with stakeholders from across a diverse workforce delivering a variety of services.

Desirable criteria

- Experience working in a not-for-profit and/or membership-based organisation supporting members and volunteers
- Relevant tertiary qualifications in human resources, organisational development or equivalent experience.