**Position Description**

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| **Position title** | **Diversity & Inclusion Adviser – Aboriginal and Torres Strait Islander Communities** |
| **Team/Group** | Community and Partnerships |
| **Work level** | 3 |  |
| **Position reporting to** | Diversity and Inclusion Lead |
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| **Vision, mission and values** |  | Beyond Blue’s vision is that all people in Australia achieve their best possible mental health. Our mission is to work with the community to improve mental health and prevent suicide. We aim to achieve this by:* Promoting mental health and wellbeing
* Being a trust source of information, advice and support
* Working together to prevent suicide.

Beyond Blues values are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity.** |
| **Position purpose** |  | Reporting to the Diversity and Inclusion Lead, the Diversity and Inclusion Adviser will support Beyond Blue’s Diversity and Inclusion portfolio, including:* Providing advice across Beyond Blue on engaging with Aboriginal and Torres Strait Islander communities
* Supporting teams to ensure a focus on Aboriginal and Torres Strait Islander social and emotional wellbeing in all Beyond Blue programs and services
* Building knowledge and capacity among staff to embed inclusive practices across the organisation.

An important part of the role is maintaining the profile and culture of inclusion at Beyond Blue, so all staff value and act to ensure our initiatives work for all Australians, including those in greatest need of support.The Diversity and Inclusion team works in a consultative role with other teams, as well as driving our own activities, to generate enthusiasm and commitment to change. This work is supported by maintaining strong relationships with key partners to work in collaboration with Beyond Blue.Predominantly this role focuses on our work to support Aboriginal and Torres Strait Islander communities, but also works closely and collaboratively with other members of the Diversity & Inclusion team to support a broad inclusion agenda.The Diversity and Inclusion team’s remit is primarily external facing, whereas the work of the People and Culture team is inward facing. The two teams work collaboratively where relevant. |
| **Role dimensions** |  | **Direct Reports** | Nil |
| **Reports to****Overall team/group** | Diversity and Inclusion Lead Community and Partnerships |
| **Financial Delegation** | As per Delegation of Authority Policy |

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| **Key accountabilities** |  | **Programs – Strategy, Vision and Leadership*** Work with the Diversity and Inclusion Lead to provide leadership, vision and strategic direction across Beyond Blue in supporting Aboriginal and Torres Strait Islander communities.
* Support the delivery of Beyond Blue’s Innovate Reconciliation Action Plan 2020- 22 and the Aboriginal and Torres Strait Islander Strategy 2019-2024, both of which guide our efforts to support Aboriginal and Torres Strait Islander peoples’ social and emotional wellbeing.
* Provide advice and guidance on activities to ensure they are culturally safe, promote diversity, improve inclusion, and support the specific needs of Aboriginal and Torres Strait Islander communities.
* Collaborate with other teams to support them to deliver their programs of work in an inclusive and equitable way for communities in Australia.
* Work with the Strategy team to ensure that our approach to diversity and inclusion is adequately reflected in all organisational strategies.
* Work closely with the Community Experience and Community Engagement Units to ensure our work engaging and designing with the community reflects the diversity of the community.

**Operational Responsibilities*** Assist in developing and managing relationships with key stakeholders, particularly with Aboriginal and Torres Strait Islander organisations.
* Prepare Board reports, briefing documents, and progress reports for state, territory and federal governments, as required.
* Participate in the development and delivery of quarterly team work plans, ensuring work is delivered to agreed time frames and budgets.
* Participate in relevant working groups and undertake presentations to a range of groups relating to diversity and inclusion, as directed.
* Collaborate with the Business Solutions group to prepare contracts, services agreements, reports and other association documentation, as required.
* Ensure the voices and experiences of the community inform work in all areas of responsibility.
* Work with the People and Culture team to support learning and training so that Beyond Blue staff have the knowledge, skills and confidence to work with diverse communities in an inclusive way.
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| **Key behaviours** |  | * We are community centric and focus on solving problems, listening and adjusting plans to deliver better outcomes for the community.
* We create a sense of fun and light-heartedness, and channel our energy and enthusiasm into meaningful work.
* We create clarity and ensure our actions align to our strategy, so we can prioritise our finite resources.
* We collaborate to provide solutions and options for feedback.
* We actively listen, and communicate openly and transparently.
* We build relationships internally and partner with the whole organisation on shared goals, problems, and solutions.
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|  |  | * We build relationships externally and partner with key external stakeholders for the benefit of the community.
* We adapt, flex and take an agile approach to plans to meet community need.
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| **Qualifications and key selection criteria** |  | Education / QualificationsTertiary qualification in public health, health promotion, social sciences, research or a related discipline, or equivalent experience**Knowledge/skills/experience**Essential* Experience and/or expertise in diversity and inclusion, particularly working with and supporting Aboriginal and Torres Strait Islander communities.
* Experience and/or expertise in engaging with people with lived experience and community enagement.
* Ability to think strategically, provide feedback and advice.
* Influencing skills – building the profile and culture of diversity and inclusion across Beyond Blue, and working across the organisation to deliver specific, tangible results.
* Ability to maintain productive working relationships with internal and external sector stakeholders.
* Excellent written and verbal communication skills.
* Knowledge, skills and experience in working effectively with Aboriginal and Torres Strait Islander peoples and organisations and building cultural competency in others.

Desirable* Experience and understanding of the mental health sector.
* Practical implementation skills, including budget, program and contract management.

*Beyond Blue is committed to creating a diverse and inclusive work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender identity, sexual orientation, disability or age.* ***Only Aboriginal and/or Torres Strait Islander people are eligible to apply for this position. This action constitutes a special measure under section 12 of the Equal Opportunity Act 2010 (Vic).*** *The position holder will have access to external mentorship and guidance from a member of the Aboriginal and/or Torres Strait Islander community to provide dedicated support for them in their role.**Applicants are welcome to access the Beyond Blue Innovate Reconciliation Action Plan 2020-2022 here:* [*https://www.beyondblue.org.au/docs/default-source/default-document-library/bey1924\_beyond-blue\_innovate\_rap\_2020.pdf?sfvrsn=56d863eb\_2*](https://www.beyondblue.org.au/docs/default-source/default-document-library/bey1924_beyond-blue_innovate_rap_2020.pdf?sfvrsn=56d863eb_2)*To apply, please click the 'Apply' button below. Applications should include a current CV with a cover letter that addresses why you would consider yourself to be a cultural addition to Beyond Blue and how your skills and experience would be attributes to the position. For detailed information about this position including the closing date, please refer to the position description on our careers page (Candidates who are viewing from a job-board such as SEEK or LinkedIn, please click apply and you will be directed to our website).**Preferred candidates will be required to undertake pre-employment screening, including a National Police Check and where required a Working With Children Check.**NOTE: Short-listing of candidates will commence prior to the closure of this role, so please do not delay submitting your application.* |