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| Position title | **Workforce Diversity and Inclusion Lead** |
| Position reports to | Head of People and Culture |
| Work level | 1 [ ]  | 2 [ ]  | 3 [ ]  | 4 [x]  |  |
| Group and team | People and Culture |
| Location | Onsite at the Hub in Melbourne CBD/Hybrid |
| Employment type | Full time Fixed three years |
| Direct reports | 0 |
| Why choose Beyond BlueBeyond Blue has been providing supports and services to people in Australia for over 20 years.We are Australia’s most well-known and visited mental health organisation, focused on supporting people affected by anxiety, depression and suicide. We are inspired by our vision that ‘all people in Australia achieve their best possible mental health’ and are driven by our mission to work with the community to improve mental health and prevent suicide. We aim to achieve this through three strategic priorities: 1. Promoting mental health and wellbeing
2. Being a trusted source of information, advice and support
3. Working together to prevent suicide

At Beyond Blue the community is at the heart of everything we do. By joining our team you’ll be involved in meaningful work, collaborating with a cross-section of colleagues, partners, and community right across Australia. We offer our team opportunities to support and learn from one another, build capabilities, celebrate successes along the way, and generous not-for-profit salary packaging options. Your mental and physical health are important to us – we offer a range of wellbeing initiatives, including an Employee Assistance Program, a comprehensive Flexible working policy, ensuring you have safe and effective ergonomic support no matter where you work, as well as employee-led groups and initiatives. We strive to live our organisational values of **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity** to help create a happy, safe and productive work environment. |
| About the role |
| Role description | The Workforce Diversity and Inclusion Lead creates innovative, future-focussed, diverse and inclusive people solutions at Beyond Blue to maximise individual, team and organisational potential. The role has custodianship for developing Beyond Blue’s Workforce Diversity and Inclusion Strategy.It will use a human centred design approach to determine and structure the appropriate responses for capability development in line with the organisation's future workforce needs to deliver community value and engage the workforce to the organisational strategy.This role has accountability for developing and integrating diverse and inclusive people initiatives across Beyond Blue and generating valuable workforce insights and analytics for digestion at the Exec and Board level to inform strategic people priorities and improve productivity. It will deliver sustainable change and value through a deep understanding of the people levers to drive change both strategically and operationally.  |
| Key accountabilities  | Area of accountability* Develop and Lead the Workforce Diversity and Inclusion scope, strategy, policy and communications to align with the broader People and Culture strategy
* Lead the delivery of core programs aligned to Beyond Blue’s strategy (e.g.inclusive leadership programs, and organisational wide workshops)
* Work closely with the Community Diversity & Inclusion Lead to ensure that the Workforce Diversity and Inclusion approach enables Beyond Blue staff to deliver effectively on our work in the community, by building the attitudes and capabilities required to deliver our community facing Inclusion Framework
* Contribute to the Employee Value Proposition by designing, developing and implementing best practice and contemporary solutions, programs and interventions
* Work with the Head of People and Culture to drive workforce Diversity and Inclusion initiatives to attract, develop and retain talent.
* Formulate diversity and inclusion metrics to track and measure organisational success and working closely to inform the Organisational Development and Insights Lead to reporting workforce insights.
* Special people projects as requested by the Head of P&C.
* Plan for, execute and lead People and Culture deliverables of Beyond Blue’s Reconciliation Action Plan (RAP)
* Conduct regular listening sessions across the organisation to understand the current landscape and drive enthusiasm and benefits for diversity and inclusion at Beyond Blue at each stage of the employee experience
* Identify change champions throughout the organisation that will drive workforce Diversity and Inclusion agenda at senior levels
* Identify, diagnose and recommend the right initiatives, programs, training and solutions to sustainably make shifts with our diversity and inclusion measures
* Work with Remuneration and Benefits Lead, Organisational Development and Insights Lead to produce the annual Workplace Gender Equality Agency (WGEA) report
* Identify and work with external stakeholders to enable the Diversity and Inclusion strategy
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| Key stakeholders | Key stakeholdersInternal* Head of P&C
* Heads group
* Chiefs
* CEO
* Office of the CEO
* Community Diversity and Inclusion Lead
* Diversity and Inclusion Advisers
* Beyond Blue Board

External* Diversity Council of Australia
* Other peak bodies
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| What we are looking for |
| Capability | Of the eight capabilities listed in our capability framework, the following behaviours are critical for role success (must already be demonstrating at the expected competence to step into the role)**Communication*** Communicates and presents confidently and regularly with employees, community members and other stakeholders to gain their commitment; translates specialist knowledge into common language
* Uses storytelling to inform others, motivate action and influences stakeholders by connecting rationally and emotionally
* Negotiates from an informed and credible position and presents persuasive counter arguments; Isn’t afraid to have the tough conversations
* Creates opportunities for others to be heard and bring their point of view, encouraging robust, respectful debate
* Clearly articulates the Beyond Blue vision and upholds the brand and establishes own credibility, integrity and personal brand in interactions

**Community centricity** * Uses human centred or relevant design experience approaches to create and or support meaningful service improvements or service excellence
* Competently advocates for mental health and suicide prevention services and information, empathically putting community at the heart of all we do
* Emphasises importance of community and stakeholder relationships over products and solutions with commitment to strengthen and maintain trust and demonstrates integrity
* Is aware of unintentional biases or power dynamics and takes steps to reduce bias in interactions and call out undesirable behaviours
* Factors in an external perspective to drive internal process design

**Innovative mindset*** Proactively seeks out alternative ways to improve the quality, cost effectiveness and overall value add and service excellence for Beyond Blue’s services
* Builds a work environment that encourages calculated risks, experimentation, and iteration, working collaboratively to explore new approaches and provide input to problems.
* Brings together diverse groups of people to bridge siloes, broaden thinking and start a dialogue
* Translates creative ideas into business improvements or practical solutions, facilitating implementation and change
* Bounces back quickly from adversity or failed ideas and takes steps to learn from mistakes to make future improvements

**Digital discovery*** Establishes digital protocols and works effectively within a hybrid team
* Actively embeds digital strategies and promotes the use of technology and digital tools in day-to-day activities to better manage services and processes
* Applies appropriate consideration of data governance, legal security and privacy issues, and creates new opportunities for data information sharing
* Demonstrates a strong understanding of the importance of cyber security
* Ensure fit for purpose cross-functional processes drive technical solutions

**Partnering*** Oversees program delivery and ensures partnering activities are informed by Beyond Blue’s vision, values and strategies to achieve high quality outcomes Keeps partners and stakeholders accountable for delivering on contractual requirements through reporting insights and regular forums to communicate
* Identifies opportunities and actively looks for synergies across initiatives for cross-functional collaboration and partnership development
* Works with partners to contribute to the mental health and suicide prevention knowledge base; manages and deepens the relationship to become a trusted partner and knows how and when to escalate issues
* Has strong financial literacy with ability to manage budgets and apply commercial processes to make appropriate judgements
* Understands how to successfully navigate the complexity of the organisation and broader sector’s ecosystem and operating environment

**Agility*** Applies principles of agile mindsets and tools to projects, tasks and collaborations; coaches others to implement agile mindsets, practices and risk management processes
* Creates a clear road map for change to improve community outcomes; anticipates barriers and endures uncertainty without becoming negative
* Applies enterprise mindset to work prioritisation and resource allocation; sets realistic timeframes and manages competing projects or changes. Prioritises and aligns projects to business strategy, managing budget, team capacity and resources
* Is nimble and innovative in contract management by identify new strategies and tactics for continuous improvement and services excellence
* Conducts retrospectives to evaluate change for continuous team improvement

**Critical thinking*** Contributes to setting team strategy and converts strategy into an actionable plan. Translates the Beyond Blue vision and strategy to team objectives, activities, and individual goals
* Solves problems with an enterprise approach, working across the business to break down work and identify the resources required for the right capability and capacity
* Identifies inconsistencies, biases and errors in reasoning when leveraging data-driven insights to make decision
* Proactively identifies risks and mitigation paths when developing or contributing to strategy, planning or problem solving
* Applies systemic thinking to understand the root cause of a problem before developing new insights and approaches with stakeholders

**Leading*** Is bold and courageous in setting team direction, providing clear expectations on target and stretch goals. Adopts a growth mindset when working with others
* Embraces diversity and demonstrates inclusive leadership; works to recruit, develop, engage and retain talent and creates a culturally safe atmosphere
* Takes responsibility for assigning workloads, monitoring resources and workflows, ensuring team goals are delivered within deadlines
* Adapts coaching style to suit the situation, empowers others and is approachable in providing and receiving timely constructive feedback
* Holds regular performance conversations and creates two-way feedback channels to drive improvement; recognises and deals with underperformance effectively
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| Selection criteria | Education/qualifications* Bachelor’s degree or post graduate studies in Business, Human Resources Management, Leadership, Diversity and Inclusion

Knowledge/skills/experienceEssential* Proven track record in managing Diversity and Inclusion in complex organisations with multiple stakeholders
* Track record in delivering successful Organisation Development projects and supporting major organisational change; influencing, building and sustaining relationships in order to achieve results.
* Excellent written and verbal skills with ability to generate compelling ‘call to action’ influence and educate.
* Demonstrated ability to analyse the market, scan emerging research and best practise and identify opportunities, insights to develop Diversity and Inclusion change
* Passion for diversity and inclusion and commitment to keep abreast of market data, trends and competitor activity
* High level of resilience and ability to manage ambiguity
* Demonstrated success building strategic and trusted relationships with both internal and external stakeholders
* Sound business and commercial acumen, thorough understanding of contemporary HR issues to drive success.
* Willingness to commit to and work in line with the Beyond Blue Values
* Demonstrated capability to create and lead strategic organisational development initiatives including but not limited to leadership, talent, organisational capability, culture, performance planning and management, inclusion & diversity and change and transformation.
* Proven ability to implement programs to drive development and engagement across an organisation.
* Excellent research, analytical and problem solving skills with high level of numeracy and a record of lateral thinking and problem solving skills.
* Experience in preparation of reports for Executive and Boards.

Desirable* Solid understanding of Fair Work Australia legislation
* Solid understanding of Disability Discrimination Act 1992
* Solid understanding of Equal Opportunity Act 2010
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| Additional information |
| Fairness and equality | Health, safety and wellbeingBeyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.Equal opportunityBeyond Blue is an equal opportunity employer. All employees have a responsibility to be familiar with and adhere to the organisation’s policies and procedures.Cultural competency Beyond Blue strives to maintain a culturally competent and inclusive workplace. All employees are expected to undergo regular cultural competency training as part of their professional development plans.Employment is subject to:* a current Police Record Check
* proof of the right to work in Australia.
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