

# Change, Diversity and Inclusion Partner Position Description

<b>Directorate:</b>	Corporate Services
<b>Reports to:</b>	Manager, People Strategy and Change
<b>Direct reports:</b>	NIL
<b>Location:</b>	Flexible within any of the Society's main metropolitan or regional offices across NSW.
<b>Primary position objective:</b>	Support the implementation of the Society's People Strategy for members, volunteers and staff.

*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.

**Governance, Risk and Safeguarding:** this team is responsible for supporting good governance practices throughout the Society; provision of State Council and Board secretariat services; leading the development of organisational policy; safeguarding functions; and enterprise risk management.

**Legal:** this team is responsible for delivering legal services, and privacy and complaints functions.

**Policy and Advocacy:** this team is responsible for developing informed public policy positions on issues relevant to the people we serve; directing relevant research; and developing and implementing related advocacy strategies.

**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 Strategy and Development:** this team is responsible for people strategy; people policy; diversity; organisational development; and learning and development.

**Information and Communication Technology:** this team is responsible for state-wide ICT strategy; ICT project management; design and implementation of new ICT systems; ICT service desk, and cybersecurity.

## Accountabilities and responsibilities

The Change, Diversity and Inclusion Partner will:

- Contribute to the successful implementation of the Strategic Plan; support translation and implementation of strategic plans into people, change, diversity and inclusion plans
- Support development, implementation, and review of the People Strategy in line with the broader Society strategy
- Support key Organisational Development initiatives in change, culture, engagement, leadership, diversity and inclusion, and talent management
- Collaborate and build capability in People and Culture and across the Society in change, organisational development, diversity and inclusion to make Vinnies a truly inclusive and great place to work.
- Support effective change management for key people initiatives such as culture, engagement, and diversity and inclusion, including communication, capability planning (with L&D), impact and risk planning, and enabling change sustainability through post-implementation reviews and effective handovers
- Bring internal and external insights from multiple sources and network across the organisation and industry to build understanding and application of best practice.
- Work with PAC teams and D&I-related network/working groups and Committees to embed diversity and inclusion into people policies, practices, processes and learning.
- 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 are in place to ensure compliance with legal, employment and governance requirements.

## Critical Key Performance Indicators (KPIs)

- Ensure the People and Culture strategy and plans support the Society's Strategy.
- In collaboration with the respective Corporate Services teams, ensure that people, diversity and inclusion plans foster effective induction, performance management, recognition, development, deployment and offboarding for employees, and where applicable for members and volunteers.
- Support teams to ensure that PAC and D&I strategies and plans support effective delivery of the Society's strategy and meet or exceed legislative, risk, compliance and accreditation requirements.
- Support development 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.
- Facilitate the flow of information across teams and directorates to inform decision making relating to the Society's people strategy and plans.

## Key working relationships

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

- Other members of the Corporate Services team;

- Senior Leaders across Directorates;
- Strategy and Outcomes Team;
- Regional Directors (Membership, Volunteers and Regional Operations);
- Manager, Volunteer Experience (Membership, Volunteers and Regional Operations);
- Manager, Member and Youth Experience (Membership, Volunteers and Regional Operations).

## Essential criteria

### 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.
- Diversity and inclusion experience.
- 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