

Organisational Culture Advisor



The purpose of this position

The **purpose** of the position is to support the delivery of programs and initiatives that build an inclusive, engaged, and positive workplace culture. This role assists in implementing diversity and inclusion (D&I) initiatives, coordinating employee listening activities, and working with teams to strengthen culture and improve employee engagement.

About the position

- This position is within People & Culture directorate.
- It's part of the Capability & Culture team.
- This position **reports to** the Organisational Culture Lead.
- This position allows for flexibility.
- The position leads a team.
- The position is designated Band 7 under the *Schedule of Authorities and Delegations*.
- The position is a: Budget holder Has designated revenue or billing targets.

Key areas of responsibility

- Assist in the delivery of D&I initiatives, events, and communications across the organisation.
- Support awareness campaigns, employee network groups, and cultural calendar activities.
- Help gather and maintain data to track progress against D&I plans and reporting requirements.
- Coordinate the rollout of listening strategy surveys, including scheduling, communications, and logistics.
- Support analysis and reporting of feedback and trends to inform culture-related actions from listening strategy initiatives.
- Assist in curating resources that promote inclusion, values alignment, and positive team dynamics.
- Draft and coordinate internal communications that promote culture, inclusion, and engagement activities.
- Maintain culture-related content on internal platforms and contribute to storytelling that highlights positive examples.

Key outcomes

When things are going well, we would expect to see these outcomes:

- Increased awareness and progress against D&I goals is visible, measurable, and communicated.
- Insights from listening touchpoints and feedback channels are actioned, improving engagement.
- Culture initiatives are aligned to business strategy and embedded across systems and practices.

Key Capabilities

Essential criteria

- Degree qualified (or working towards) in a relevant field (e.g. Human resources, social work, psychology, diversity and inclusion, or significant equivalent knowledge, skills and experience).

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- Demonstrated experience in supporting diversity, equity and inclusion initiatives across a large organisation.
- Excellent communication and interpersonal skills with the ability to engage and influence stakeholders at all levels.
- Understanding of the service's operating environment.

Key attributes

- You are a naturally curious people person who is well organised, action focused and enjoy working collaboratively.
- A keen interest in developing competence in Disability, Culturally and Linguistically Diverse, LGBTIQ+, Neurodiversity inclusive practices.

People who know this position say that

People who know this position say the things that might make your day are:

- Supporting the organisation to cultivate a diverse and inclusive culture where all staff, clients, and communities we work with, can connect, contribute, belong and be valued.
- Bringing awareness and deeper understanding of diversity and inclusion to staff.
- Working collaboratively with staff across Benevolent to implement positive change.
- Staff who are engaged and actively participating in making Benevolent a great place to work.

People who know this position say some key challenges you might experience are:

- Dealing with expectations regarding outcomes, from clients, staff, funding providers and other stakeholders.
- Creating space within the competing organisational change and continuous improvement projects across the business.
- Balancing competing deadlines and priorities within required timeframes and available resources.

Work and flexibility

While The Benevolent Society has great tools to connect us remotely, sometimes we will need to connect in person. This means we need to travel on occasion.

This position may require:

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|---|---|
| <input checked="" type="checkbox"/> Overnight travel/stays. | <input type="checkbox"/> Weekend work. |
| <input checked="" type="checkbox"/> Travel between office locations/regions. | <input checked="" type="checkbox"/> Evening work. |
| <input type="checkbox"/> Travel to clients (varied locations). | <input type="checkbox"/> Special event support. |
| <input checked="" type="checkbox"/> Use of own registered, insured (comprehensive) motor vehicle. | |
| <input checked="" type="checkbox"/> Use of TBS pool cars. | |

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Key relationships

We work collaboratively with others. This position works closely with:

Within The Benevolent Society:

- Managers and Team Leaders
- Human Resources Business Partners
- Capability Professionals
- Administration Staff

Outside The Benevolent Society:

- Diversity groups and peak bodies
- Community Partners
- Other service providers and agencies