



## Position Description – Coordinator Diversity, Equity and Inclusion

<b>Division</b>	Engaged Community
<b>Portfolio</b>	Community Connections
<b>Business Unit</b>	Community Wellbeing
<b>Level</b>	7
<b>Reports To</b>	Lead Coordinator Community Strategy
<b>Prescribed Position</b>	Yes

### Position Objective

The Coordinator Diversity, Equity and Inclusion plays a crucial role in fostering a strategic and integrated approach to diversity within the City of Charles Sturt, by identifying resident needs through research and consultation, and developing effective responses.

This position collaborates with stakeholders and Council staff to deliver programs and services that increase community capacity and build social capital. The Coordinator Diversity, Equity, and Inclusion is responsible for planning and implementing policies and strategies that enhance community connections, aligning with the Community Vision and organisational strategic direction.

### Key Responsibilities

- Embed equity, diversity, and inclusion across all Council portfolios, monitor impact, and recommend improvements based on performance metrics, while streamlining processes.
- Develop, monitor and implement relevant policies in collaboration with Elected Members and stakeholders, and ensure the integration, evaluation, and refinement of inclusive policies and practices across all Council activities.
- Conduct research and consultations, gather customer feedback and analyse demographic data to identify community needs, service gaps and make evidence-based decisions continually improving services to meet changing community needs.
- Represent the organisation at relevant industry forums maintaining effective working relationship with sector networks, peak bodies, and local and state government agencies including active participation in the Local Government Access and Inclusion Network.
- Advocate and support practical efforts across all Council activities on behalf of equity cohorts to achieve desired outcomes and provide an active presence in the community.

- Identify potential and existing funding sources and report on performance against budget, agreed outcomes and external funding obligations on a regular basis.
- Foster and develop a strategic approach to the provision of diversity, equity and inclusion activities and regularly review them to ensure they are fit for purpose and deliver excellence in customer experience and service provision.
- Drive initiatives that enable people to be empowered and equipped to make decisions about their wellbeing, services and community.
- Build positive relationships and partner, communicate and collaborate with all levels of council, government agencies, stakeholders, and the community, to make valuable contributions to city-wide initiatives and projects.
- Drive performance and innovation initiatives that involve a wide range of staff, community members, and other stakeholders while upholding professional standards and the principles of Universal Design.
- Provide direction, guidance, and support to ensure community facilities are adequately resourced and efficiently operated for equity groups.
- Positively contribute to our constructive culture by living our values which guide decision making and delivery of outcomes for our community.
- Actively deliver an innovative customer experience that's effortless, delivered with care and exceeds our customers' expectations.
- Responsible for being actively involved in the identification and management of the day to day risks of their activities and projects.
- Take reasonable care for your own and others health and wellbeing in accordance with the Work Health & Safety Act 2012 and with Council's Work Health & Safety Managements Systems.
- Take relevant actions in accordance with Legislative requirements under the Children's Protection Act 1993 Section 8A and Council's Children and Vulnerable Persons Policy.
- A current unprohibited Employment Screening Check must be maintained for the duration of the employment period in this prescribed position.

## **Selection Criteria**

### **Skills**

- Excellent collaboration and relationship skills with the ability to achieve effective outcomes from key partnerships, including effective skills to influence, advocate and build rapport.
- Demonstrated ability for strategic and lateral thinking.
- Excellent verbal, written, and interpersonal skills to engage and foster inclusive discussions with a variety of internal and external stakeholders.
- Effective presentation and facilitation skills and ability to clearly articulate information.
- Ability to respond to a changing environment and lead and influence others through change.
- Ability to work well under pressure, with the ability to use initiative and exercise sound judgement.

- Ability to foster a culture of innovation and continuous improvement.
- Well-developed time management and decision-making skills.
- A passion for working with, and for the community.
- Demonstrated skills in community consultation and liaison.
- Use of corporate technology including systems and electronic document management.
- Demonstrated understanding and enthusiasm for the direction of the City and the organisation.
- Demonstrated behaviour consistent with the organisational values.

## Knowledge

- Sound understanding of community development theory and practice, social planning and universal design principles.
- Knowledge of current research methods, including the use of statistics in research, and of current evaluation techniques and processes
- Knowledge of State and Federal Government agencies, policies and their funding programs.

## Experience

- Skilled in designing and implementing community projects, driving social planning processes, and consulting with diverse and marginalised groups to ensure inclusive outcomes.
- Experienced in the full lifecycle of grant operations, including the preparation of funding submissions, program management, and reporting.
- Demonstrated expertise in establishing formal partnerships and fostering collaboration with government agencies, non-government organisations, businesses, and community stakeholders.
- Skilled in engaging, liaising, and negotiating with a wide range of stakeholders, ensuring productive relationships across government, private, and community sectors.

## Qualifications

A tertiary qualification in Community Development or Social Planning or related field and/or commensurate demonstrated experience in lieu of formal qualifications.	Essential
Relevant Employment Screening and National Checks.	Essential
Child Safe Environment (Mandated Notification) training or a willingness to undertake training.	Essential

## Other

Out of hours work is required for attendance at events, Council meetings or to respond to operational or community needs.