

# Organisational Development Officer - Diversity and Inclusion

**Position Title:** Organisational Development Officer – Diversity and Inclusion

**Classification:** Non-award

**Reports to:** Organisational Development Manager

## About CPL

CPL – Choice, Passion, Life, part of the CPL Group, is the leading provider of integrated support, therapy and advice for people living with a disability in Queensland and Northern New South Wales, and their families. We work with our clients at every stage of their lives. We deliver the very best support, guidance, technology and understanding possible, so people can achieve the things that matter the most to them. We know that given the right opportunities, people can grow beyond expectations and create amazing lives. It's why we refuse to compromise in chasing the best lives for our clients, and ourselves.

## Our Vision

An inclusive society for all people.

## Our Purpose

To provide services for people with disability so they can lead the life they choose.

## Our Difference

Our attitude is what makes us different. We're hopeful, determinedly enthusiastic and down-to-earth. When it comes to disability, we know one size does not fit all, which is why the CPL team ensure every effort is made to accommodate individual goals and needs.

## Our Values

Our values are a promise. A promise of how we will work with each other and with our clients, make decisions and choose to act.

## Be Here

At CPL Group, we love what we do and it shows in the way we choose to "Be here", contribute our expertise, our time, our energy and our ideas to make a difference. We always work to the best of our abilities to deliver quality services and support, holding ourselves accountable for our behaviours, action and delivering on our commitments.

## Connect

Having genuine connections with others is what we're all about at CPL Group. We value relationships, we work respectfully, and we always aim to add value in our interactions and find positive win/win solutions.

## Tune in

Everyone has individual needs and may need different solutions; we recognise and respect this at CPL Group. Tuning in means we listen to understand and ask questions for clarity, before we act, which we do with empathy and care.

## Grow

There's always more we can do, which is why we strive for improvement and excellence, continually looking to improve ourselves, our ways of working and the impact we create. We value opportunities to learn and develop because we know personal growth is achieved when we step outside our comfort zone.

## Speak up

We are confident to speak up and share what we have to say at CPL Group. We communicate with respect and honesty, and raise issues so they can be resolved, particularly when it comes to the safety and wellbeing of ourselves and others.

## Position Purpose

Contribute to organisational development initiatives that develop a powerful culture where every person is valued. Through a focus on diversity and inclusion activities, enhance representation of diverse employees from the communities in which we work and provide an environment that supports inclusion for people with disability, Indigenous and Torres Strait Islander people, people who identify as part of the LGBTIQ community, and other minority groups.

To support continuous improvement in the business performance of the business area/service and effectively contribute towards achievement of the organisation's vision and purpose.

## Key Responsibilities

- Contribute to and support the delivery of organisational development projects and initiatives within the *Future Workforce Strategy* including talent management, leadership capability development, and performance management
- Contribute to the development of CPL's Diversity and Inclusion Strategy/Plan
- Implement planned diversity and inclusion activities at CPL Group including Reconciliation Action Plan commitments
- Coordinate events that increase diversity and support inclusion
- Support change programs to strengthen our culture, embed our values, and support diversity and inclusion
- Collaborate with the recruitment team to ensure best practice and regulatory requirements are embedded to support diversity and inclusion commitments
- Coordinate the Reconciliation Action Plan Working Group and monitor the delivery of planned RAP initiatives to ensure commitments are delivered
- Contribute to the development of diversity and inclusion metrics
- Carry out analysis and reporting for diversity, capability, culture and engagement and performance management metrics
- Respond to queries and provide advice to leaders and employees as required.
- Undertakes other responsibilities as required and directed by manager or delegate.

### Supplementary Responsibilities

- Embodies CPL Group values in daily work life (see first page).
- Proactively contributes to identifying personal training and development needs and the means to address those needs, to maintain up to date knowledge, skills and abilities which ensure ongoing competence to achieve the required outcomes of the position as it develops.
- Contributes effectively to the promotion of equal opportunity and non-discrimination in the workplace.
- Contributes effectively to the identification, removal and reduction of workplace hazards and risks to ensure a safe and healthy work environment.
- Contributes effectively to the achievement of continuous improvement through adherence to the Quality Management System in all areas within the influence of the position.

### Key Customers

- Reports to the Organisational Development Manager
- Works with members of the People, Learning and Culture team
- Consults and liaises with leaders and employees at all levels

### Selection Criteria

Applicants must individually address the following criteria in writing to be considered for this position:

- Qualifications in organisational psychology or human resources
- Experience in a human resources role, with experience in learning and development or HR projects highly desirable
- Knowledge of employee engagement, organisational culture, capability and development, talent management and diversity and inclusion practices and approaches
- Organised with a natural inclination for planning and events management. Experience of autonomously managing small – medium sized projects or events with a pro-active, action oriented approach
- A commitment to social impact and enhancing diversity and inclusion of minority groups
- Ability to build and maintain positive relationships with a diverse range of stakeholders

### Additional Requirements

These do not need to be addressed in selection criteria but must be included in application:

- Current 'C' class driver's licence
- A Working with Children Check, Blue Card in Queensland
- NDIS Worker Screening Check issued by the NDIS Quality and Safeguards Commission.