



Principal Consultant, Equity and Diversity

Workforce Policy and Coordination

Position number	00022658
Agreement	Public Sector CSA Agreement 2019 (or as replaced)
Classification	Level 7
Reports to	Manager, Workforce Policy (Level 8)
Direct reports	Senior Policy Project Officer (Level 6) Policy Officer (Level 5)

Context

The Workforce Policy and Coordination Directorate provides strategic leadership, planning and implementation of key Department human resource matters, advice and evaluation of cross-divisional policy and programs, management of professional learning; and develops policy and manages equity and diversity initiatives.

As a part of the Department's commitment to equity and diversity in the workforce, strategies and plans to support the employment and career development of people with disabilities, Aboriginal and Torres Strait Islanders, people from culturally diverse backgrounds and women in leadership in the Department will be developed and implemented. The Equity, Diversity and Inclusion Plan (the Plan) aims to progress the Department's commitment to an equitable and diverse workforce and report on compliance with the Equal Opportunity Act. The Plan:

- outlines performance objectives and outcomes in a comprehensive 5 year strategic plan
- identifies a range of current strategies addressing workforce equity and diversity
- encourages leaders to be innovative in building a diverse workforce and developing the careers of staff from diverse backgrounds.

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Key responsibilities

- Conceptualise and deliver the Department's equity and diversity strategy, associated management plans, programs, policies and initiatives for the promotion of equity and diversity in the Department's workforce.
- Provide high-level advice and consultancy services to department staff about compliance with relevant legislation, and good practice in equity and diversity.

- Manage the research, development and delivery of strategic plans, initiatives and strategies to progress equity and diversity outcomes across the Department.
- Develop, implement and monitor policy, procedures and guidelines and evaluate content to ensure incorporation of equity and diversity principles and practices.
- Monitor and evaluate equity and diversity initiatives and make recommendations for new programs.
- Undertake research into current activities and evaluate their effectiveness.
- Investigate high-risk management issues and problems and provide solutions to senior management in a timely manner.
- Develop and maintain effective networks and collaborative working relationships with internal and external stakeholders to ensure policy, systems, processes, advice and support effectively meets the needs of Directorates, education regions and schools.
- Participate in implementing and monitoring team projects and work schedules.
- Manage budgets and staff in project teams to lead the operations of specified projects.
- Represent the Director, Workforce Policy and Coordination or Executive Director, Workforce on relevant internal and external committees, seminars and forums as required.
- Monitor and manage staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.
- Manage staff performance in accordance with the Public Sector Performance Management Standard and Departmental policy.

Selection criteria

1. Demonstrated extensive knowledge of and experience in equity and diversity in employment legislation, policy and practice, including Aboriginal and Torres Strait Islander employment, women in leadership and employment of people with disability.
2. Demonstrated highly developed project management skills.
3. Demonstrated highly developed communication and interpersonal skills, including the ability to undertake high level consultations and negotiations.
4. Demonstrated highly developed research, conceptual and analytical skills, with the ability to provide innovative and creative solutions to complex problems and issues.
5. Demonstrated highly developed leadership and change management skills, including the ability to develop strategic options, apply strategic thinking to achieve outcomes and develop and implement effective change management strategies.

Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 28 April 2021
Reference D21/0210811