

Job Description

VENUES WEST

Position details:

Title:	Diversity and Inclusion Officer	Position Number:	TBD
Classification:	Level 5		
Branch:	People and Culture		
Directorate:	Business Support Services		
Award/Agreement:	Public Sector CSA Agreement and GOSAC Award		
Reports to:	Manager People and Culture		
Direct Reports:	Nil		
Special Conditions:	This position has been developed to enhance or diversity and inclusion initiatives and is specifically targeted at people with disability and/or Aboriginal and Torres Strait Islander peoples.		

About the Organisation

Our Vision is to deliver world class sport and entertainment experiences through the effective management of our venues.

We directly support high performance sport by providing training and competition facilities, direct subsidies to sport on venue and events costs, and through the provision of high performance sport experiences for the community.

We focus on attracting world class sport and entertainment events, providing all Western Australians with the opportunity to be inspired.

About the VenuesWest Way

The VenuesWest Way guides the way we work and the way we model our behaviour.

It is our system of defining and measuring our culture and sets the expectations on how we engage, improve, support and challenge one another to be the safest and best we can be – as individuals and as a collective.

Our signature behaviours:



About the Directorate

Business Support Services' intent is to build organisational capacity through the support and development of VenuesWest's people, systems and processes. In doing this, the directorate will deliver timely, efficient strategic advice and support services to the organisation in People and Culture; Information and Communication Technology; and Risk, Safety and Health.

About the Role

The Diversity and Inclusion Officer is responsible for the development and implementation of diversity and inclusion initiatives, policies and programs and provides expert advice and guidance to enable diversity and inclusion in the workplace.

About the Responsibilities

VenuesWest is committed to the principles of Equal Employment Opportunity (EEO) and diversity in the workplace and the provision of a safe environment for our employees, customers, trainees, students and volunteers. We will perform all duties and responsibilities in a manner and behaviour consistent with EEO legislation, Workplace Safety & Health legislation, VenuesWest's Code of Conduct, the VenuesWest Way and other relevant Policies/Procedures and legislation.

Diversity and Inclusion

- Leads the implementation of diversity employment and training initiatives included in the Workforce and Diversity Plan, Diversity and Inclusion Plan, Reconciliation Action Plan, Disability Action and Inclusion Strategy and Multicultural Plan.
- Develops plans and strategies for diversity initiatives.
- Implements initiatives to ensure that VenuesWest meets our legislative EEO and diversity requirements.
- Provides advice to managers and employees on equity and diversity in the workplace.
- Develops and delivers presentations/training to managers and employees.
- Organises events to promote diversity and inclusion.
- Participates as a member of committees with a focus on diversity including the RAP Working Group and Workforce Diversity and Culture Executive Committee.
- Participates on recruitment and selection panels for positions targeted at diversity employment.
- Supports and advises the business and P&C team to develop and implement inclusive recruitment and hiring practices that value diversity, are bias free, and enable a diversity of talent to be sourced, assessed, selected and appointed.
- Reports on the status of diversity initiatives and targets to relevant stakeholders.

Policy and Projects

- Participates in the development and delivery of human resource projects and initiatives to ensure achievement of the Business Plan, Workforce and Diversity Plan, Diversity and Inclusion Plan, and Reconciliation Action Plan objectives.
- Develops, implements and evaluates human resource policies, practices and systems which are consistent with corporate policy, compliant with legislative requirements and reflective of contemporary human resource practices.
- Assists in identifying strategies and projects that will achieve Workforce and Diversity Plan, Diversity and Inclusion Plan, Reconciliation Action Plan, DAIS and Multicultural Plan initiatives.
- Prepares papers and reports for management and Executive utilising sound research and analytical skills to understand issues and provide appropriate information for effective decision making.

Stakeholder Engagement

- Proactively develops and maintains productive working relationships with internal and external stakeholders, engaging in two-way communication and responding appropriately to their needs to foster trust and build strong partnerships.
- Advocates a positive and accountable work environment which promotes employment equality and encourages diversity.



- Effectively partners with People Managers and employees providing timely coaching, guidance, direction, support and reporting regarding diversity and inclusion.
- Builds trusting and enduring relationships and partnerships with representatives of diverse communities, employment providers and other external organisations providing services to diverse groups.
- Provides leadership and coaching to develop People and Culture team capability to deliver inclusive services.

Workplace Safety and Health

- Reads and understands all emergency plans and safety and health procedures, follows safe work instructions, undertakes emergency management and safety related training and assumes responsibilities as required or directed.

Other

- Contributes to the implementation of other People and Culture Projects as required.
- Other related duties as directed.

About the Person

The following *essential* capabilities are to be addressed in the context of the responsibilities of the position:

1. Demonstrated knowledge and understanding of contemporary diversity and inclusion principles including:
 - i. Understanding of legislation, best practices and their application in a complex and dynamic work environment; and
 - ii. Proven ability to develop and implement effective diversity and inclusion approaches, policies and programs that align with organisational goals and values.
2. Understands strategic objectives, trends and factors that may influence work plans; Draws on information from a range of sources; Analyses and works within agreed guidelines to make decisions and incorporates outcomes into work plans.
3. Identifies and uses resources wisely; Evaluates performance to identify need for change; Demonstrates flexibility with changes in priorities and focuses on quality whilst seeing tasks and projects through to completion.
4. Builds and maintains relationships with stakeholders, team members and colleagues; Consults and shares information; Values individual differences and diversity and takes responsibility for delivering high quality customer focussed services.
5. Exemplifies personal integrity and self-awareness by adhering to the VenuesWest Way and Code of conduct; Takes responsibility for mistakes; Takes initiative to progress and complete work and reflects on own behaviours.
6. Communicates and influences effectively both orally and in writing, presenting messages confidently, listening to differing ideas and presenting persuasive counter arguments in negotiations.

Employment Conditions and Eligibility

Appointment to this position is conditional upon:

- providing appropriate evidence of the 'Right to Work' in Australia
- providing a National Police Clearance Certificate (dated within 3 months from the date of application for the position) from a recognised service provider as determined by VenuesWest

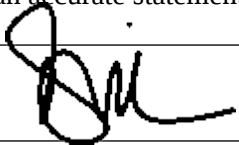
Important note: The key requirements and attributes detailed above are based on the following core capabilities prescribed in the VenuesWest Job Capability Framework:

- Shapes and manages strategy
- Achieves results
- Builds productive relationships
- Exemplifies personal integrity and self-awareness
- Communicates and influences effectively
- Manages people

Additional information can be obtained by contacting People and Culture on (08) 9441 8362.



Certification:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.		
Diane Mistic Director Business Support Services		Date Approved: 25./03./2024.
As occupant of the position I have noted the statement of duties, responsibilities and other requirements as detailed in this document.		
Employee Name:		Date Appointed:/...../.....
Signature:		Date Signed:/...../.....

