



POSITION DESCRIPTION

Position Descriptions form a part of an integrated planning process to ensure that individual performances align with the strategic and corporate directions for the City. The Position Description also provides the basis on which selection criteria for the position are determined.

POSITION TITLE:	DIVERSITY AND INCLUSION PROJECT OFFICER
WORKPLACE AGREEMENT:	CITY OF SALISBURY MUNICIPAL OFFICERS WORKPLACE AGREEMENT (AS UPDATED FROM TIME TO TIME)
CLASSIFICATION:	MOU Level 5 (1 YEAR FIXED TERM CONTRACT)
DEPARTMENT / DIVISION:	COMMUNITY DEVELOPMENT / COMMUNITY DIVERSITY AND INCLUSION
POLICE CLEARANCE:	REQUIRED
REPORTS TO:	TEAM LEADER DIVERSITY AND INCLUSION
DIRECT REPORTS:	NIL
POSITION NUMBER:	NEW

POSITION OBJECTIVES:	<ul style="list-style-type: none"> • Build on and increase meaningful engagement with culturally and linguistically diverse community with an intercultural city planning focus. • To lead council projects that have positive diversity and inclusion outcomes and enhance City of Salisbury's position as an Intercultural City. • Increase the engagement and collaboration between council and the culturally and linguistically diverse community and all local residents. • Contribute to the implementation, management and review of the diversity and inclusion strategic plans and programs. • To undertake research, provide advice and prepare responses for management and Council's consideration on intercultural, age friendly and access and inclusion implementation achievements and issues. • To undertake required planning the implementation and reporting of the divisional strategic plans • To identify emerging issues and needs with respect to, diversity and inclusion. • To seek and secure direct funding to implement action plans for participation in Age Friendly, Intercultural Cities and access and inclusion.
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<p>VALUES AND BEHAVIOURS:</p>	<p>These Values empower us to ReACH towards our Vision, deliver exceptional community experiences, quality outcomes and a great place to work.</p> <p>Respectful</p> <ul style="list-style-type: none"> • Create a sense of belonging & pride in the Salisbury community • Respect individual differences • Speak up when you don't feel respected, or are not being treated respectfully • Look after the wellbeing of our community, ourselves and those around us <p>Accountable</p> <ul style="list-style-type: none"> • Take personal ownership and follow through • Deliver on what we say we will do • Believe that the Community comes first • Speak up when it is important <p>Collaborative</p> <ul style="list-style-type: none"> • Work together, committed to a common purpose • Openly share information • Find ways to connect people for better outcomes <p>Helpful</p> <ul style="list-style-type: none"> • Listen and focus on what we can do • Create new futures and look for opportunities • Make a positive difference
<p>KEY RESPONSIBILITIES:</p>	<ul style="list-style-type: none"> • Implementation of the Intercultural Strategic Plan actions, including working with other divisions. • Project management and leadership of specific intercultural projects that create meaningful opportunities for people of diverse backgrounds to connect, including the new Diversitours project initiative. • Work within the diversity and inclusion team to support projects as needed. • Identify ways to increase meaningful engagement with culturally diverse residents of City of Salisbury and build community capacity. • Support the Salisbury Intercultural Community Alliance and Salisbury Seniors Alliance to increase engagement of the advisory bodies with strategic direction. • Strategic planning and reporting • Prepare budget submission, control and track expenditure for management of intercultural, age friendly and access and inclusion programs • Provide specialist input to the ongoing operation and reviews of the Intercultural Strategic Plan. • Undertake strategic research, develop and implement an evaluation framework to consider and monitor the impact of initiatives on community health, wellbeing and inclusion. • Undertake community consultations, research and develop action plans to reflect community need • Identify and engage relevant stakeholders and support advocacy of priority issues. • Prepare consultant briefs and manage consultant services ensure the delivery in a satisfactory and timely manner

	<ul style="list-style-type: none"> • Prepare senior management and Council reports on Intercultural, Age Friendly and Access and Inclusion matters. • Provide expert guidance to members of the Community Health and Wellbeing Division when requested
WHS RESPONSIBILITIES:	<ul style="list-style-type: none"> • Observe and comply with all health and safety policies and procedures within the City of Salisbury including all safe operating procedures or instructions. • Take all reasonable steps to ensure personal safety and that of others is not put at risk through any act or omission in relation the above. • Report any identified hazards, incidents including near misses or injuries which arise in the course of work, using the systems and/or documentation available for such reporting. • Fulfil individual requirements to meet any documented WHS objectives arising from biannual performance and development reviews. • Not endanger personal safety or that of others by undertaking work whilst under the influence of alcohol or a drug in breach of Council’s Drug and Alcohol Policy. • Undertake WHS training where required, in order to perform duties (refer to WHS Competency Assessment).
GENERAL RESPONSIBILITIES:	<ul style="list-style-type: none"> • To comply with the City of Salisbury Code of Conduct and all other policies and procedures adopted by the City of Salisbury as varied from time to time. • To manage all Corporate Records in accordance with required procedures. • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.
COMPETENCIES:	<ul style="list-style-type: none"> • To be determined and written into the individual training plan upon commencement – see Organisational Wellbeing
ESSENTIAL SELECTION CRITERIA:	<ul style="list-style-type: none"> • Tertiary qualifications in a social science or community development discipline with considerable relevant experience. • Demonstrated ability to undertake research, analyse and interpret demographic and other statistical information to identify issues, emerging trends and opportunities within the City • Demonstrated experience in the development and implementation of complex project and programs delivered across a broad range of functions • Demonstrated ability communicate both verbally and in writing with a broad range of internal and external stakeholders across a diverse range of backgrounds • Demonstrated ability to work both collaboratively with a team and autonomously as required • Demonstrated understanding of the major community health, wellbeing and inclusion issues, policy programming and roles facing government, communities and the non-government sector • Proven ability to contribute to and effectively implement strategic planning processes • Review and oversee funding programs

	<ul style="list-style-type: none"> • Previous specialist experience in Local or State Government in the management and delivery of innovative approaches to intercultural, age friendly and access and inclusion programs • Ability to resolve complex issues with sound judgement and consistent with Council and Management views • Ability to think strategically and contribute to the development of strategic policies and plans • Demonstrated ability to work under limited direction
DESIRABLE SELECTION CRITERIA:	<ul style="list-style-type: none"> • A sound knowledge of intergovernmental relations and practices • Familiarity with the operations of government and current policies relating to funding programs • Knowledge and understanding of the Northern regions population, opportunities and challenges relevant to intercultural, age friendly and access and inclusion
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> • Some out of hours work will be required from time-to-time
EXTENT OF AUTHORITY:	<ul style="list-style-type: none"> • Responsible for purchasing goods and services in accordance with purchasing guidelines and delegated financial limits.

POSITION INCUMBENT NAME:	SIGNATURE:	DATE: