**Diversity and Inclusion Officer, Sydney Office.**

* *Full time position available*
* *Newly created role*
* *3 year contract*

ACON is seeking a dynamic and highly motivated Diversity and Inclusion Officer to join our Corporate Services team!

The Diversity and Inclusion Officer is responsible for assisting in the creation of an inclusive workplace for all staff. Initially there will be a strong focus on ACON’s Reconciliation Action Plan, Multicultural Engagement Plan, Women’s Taskforce and Trans and Gender Blueprint.

The role involves the development, monitoring and review of policies and inclusion strategies designed to support the organisation to achieve best practice standards, and ensure that the organisation, staff and stakeholders comply with legislative obligations in terms of Diversity and Inclusion.

The occupant of the position must have experience in promoting diversity and inclusion across organisations, experience working as a D&I practitioner or within a D&I team, and a solid understanding of Australian D&I practice and initiatives commonplace within Australian organisations.

The role is full-time and is located at the ACON Sydney Surry Hills Office.

**Salary:**

The annual salary offered for this position will be commensurate with skills and experience, inclusive of superannuation and leave loading. You may also elect to salary package a portion of your salary (up to $30,000 gross-up value) tax-free.

**Location**:

*This position is located at the ACON Sydney Office.*

*For further information regarding this position, please contact* ***Vicki Cranfield, HR Manager*** *on 0490 857 323.*

*All applications must include:*

1. *a completed ACON application form;*
2. *a document addressing BOTH the essential and desirable selection criteria; and*
3. *your resume.*

*Please download the Job Application Guide at https://www.acon.org.au/about-acon/jobs/*

**Applications close 5pm Monday, 5 December 2022.**

**Previous applicants need not apply**

ACON is an EEO employer. As part of our commitment to creating a diverse and inclusive workplace, people with HIV and Aboriginal and Torres Strait Islander people are strongly encouraged to apply.

[www.acon.org.au](http://www.acon.org.au)

**Position Title:** Diversity and Inclusion Officer

**Work Level:** Management Level role under an Individual Employment Contract

**Reports to**

HR Manager

**Position Overview**

As ACON’s Diversity and Inclusion Officer, your primary function is to assist in the creation of an inclusive workplace for all staff with a focus on ACON’s Reconciliation Action Plan, Multicultural Engagement Plan, Women’s Taskforce and Trans and Gender Blueprint.

The role involves the development, monitoring and review of policies and inclusion strategies designed to support the organisation to achieve best practice standards, and ensure that the organisation, staff and stakeholders comply with legislative obligations in terms of Diversity and Inclusion.

ACON’s Diversity and Inclusion Officer will cover:

* Age
* Disability
* Gender equity
* Gender affirmation
* LGBTQ+ inclusion
* Aboriginal and Torres Strait Islander peoples
* Religion
* Multicultural populations
* Trans populations
* Intersectional and neuro-diverse populations

**Main Activities**

The Diversity and Inclusion Officer’s main responsibilities are to:

1. Research global diversity initiatives within similar organisations and share best practice
2. Provide advice, guidance and support on equity and inclusion issues
3. Develop systems for reporting any incidents of discrimination or inequity amongst diverse populations
4. Raise awareness of Diversity and Inclusion practice and initiatives within in the organisation
5. Work with the relevant internal departments to respond to Diversity and Inclusion/Discrimination complaints and provide information on options for resolution, collaborating with or handing over to HR as and when required
6. Maintain an up-to-date knowledge of anti-discriminatory legislation
7. Translate equality legislation into practice to ensure the organisation meets statutory requirements
8. Write, implement and review policy at corporate and service level as required
9. Present reports and recommendations as required
10. Prepare and deliver presentations, training and workshops to staff, stakeholders and partner organisations.
11. Take responsibility for governance of key internal initiatives under, the Reconciliation Action Plan, the Multicultural Engagement Plan, the Trans and Gender Blue Print and Gender Equity.

**Selection Criteria**

## Essential:

1. Demonstrated experience in o promoting diversity and inclusion across organisations
2. Experience working as a D&I practitioner or within a D&I team
3. Solid understanding of Australian D&I practice and initiatives commonplace within Australian organisations
4. Experience presenting the business case for D&I alongside the ability to align D&I practice to strategic goals and initiatives
5. Experience working with people from a a diverse range of cultural, linguistic and religious backgrounds.
6. The ability to build your reputation as a trusted advisor with key internal stakeholders and decision makers.
7. Evidence of highly developed negotiation and persuasion skills.
8. Evidence of highly developed conflict resolution skills.
9. Effective organisational and/or project management skills, with a demonstrated ability to meet deadlines.
10. The ability to write well, present information, produce management reports and deliver training in areas of D&I
11. Demonstrated ability to keep up to date with emerging legislation and news in the area of discrimination and diversity
12. Understanding of and commitment to ACON’s communities.
13. Evidence of double Covid 19 Vaccination, in addition to any other vaccination required to perform the role.

**Desirable**

1. The flexibility to work across all levels and meet changing requirements
2. Recent relevant experience within local government and in voluntary and community sectors is highly regarded.

**Qualifications**

To be successful in this role, formal qualifications in the following disciplines would be advantageous:

* Diversity
* Organisational Culture
* Business or management
* Community studies or youth studies
* Human resources
* Law and legal studies
* Psychology
* Public administration
* Social work
* Sociology.

A postgraduate qualification in race equality, policy development or equality and diversity is desirable if primary qualification is unrelated to the position.

Additionally, an employment background in the following would be highly regarded:

* Human resources
* Law
* Social work
* Teaching
* Welfare rights
* Youth work.

**How do I apply?**

You must email us the following three documents in MS-Word or PDF format to vacancy@acon.org.au:

**1) An ACON Application Form**

You can download this at [www.acon.org.au/jobs](https://www.acon.org.au/wp-content/uploads/2018/08/ACON_Employment-Application-Form.pdf)

**2) Your Cover Letter outlining your Claim against the Selection Criteria**

Tell us how you meet each of the Selection Criteria in the Position Description in detail.

Let us know how your skills and experience relate to the requirements of the position and how you can use them to excel in this job.

To do this, please address each criterion separately. You should use statements with examples that clearly demonstrate your competency in a particular area.

Applicants who do not demonstrate that they meet the requirements of the position will not be invited to attend an interview.

**3) Your Resume**

Tell us about your previous employment and your education. Be sure to include:

1. Your **Name** and **Contact details**
2. Your **Education** including any degrees you have received, the institution and its location and the date of your graduation. You might also want to include your major/minor fields, any honours, and publications.
3. Your **Work Experience** including jobs, internships, and volunteer work.

**How does recruitment work at ACON?**

There are five main steps in the process:

**1) Application**

ACON receives your application, cover letter and resume. You will receive an email from our HR Team acknowledging that we have received your documents.

**2) Shortlisting**

A selection panel of 2-4 qualified persons will review all the applicants and offer interviews to those applicants whose applications best address the requirements of the position.

**3) Interview**

If you are shortlisted for interview you will be contacted by the chairperson of the selection panel and invited to an interview. Your interview may take the form of a question and answer session, a presentation of your previous work, a test of your computer skills, or any other form that is relevant to the position. The chairperson will let you know the format of the interview and any documents, presentations, or examples of previous work that you might need to bring with you.

**4) Offer**

Appointments to positions with ACON are based on merit. This means that the applicant who is judged to be the most capable of carrying out the duties of the position will be offered the job. The decision to make you an offer is based on your written application, your performance at interview, and successful Referee Checks, Criminal Record Checks and Working with Children Checks (if applicable).

**5) Acceptance and Commencement**

Once a salary and start date have been agreed, you will receive a commencement pack from the HR Team including your contract and other documents (e.g. the ACON Code of Conduct, Tax File Declarations, Bank Deposit details, Superannuation Choice forms, etc.). Once these are returned to the HR Team, you are ready to start work on your agreed date.

**How long does it take to hear back on my application?**

If you have applied via email, you will be sent a return email within 1-3 business days acknowledging receipt of your application. After the closing date of the vacancy, your application will then be reviewed, and we will contact to inform you of the result of the recruitment within 4-8 weeks after the application closing date.

If you are successful in gaining an interview, the chairperson of the selection panel will contact you by telephone to arrange a suitable date and time for the interview. If you are not selected for an interview, you will receive an email informing you that your application was not successful on this occasion.