

DIVERSITY & INCLUSION SPECIALIST

BRANCH/UNIT	People Strategy & Planning		
TEAM	Diversity & Inclusion		
LOCATION	Optional		
CLASSIFICATION/GRADE/BAND	TAFE Manager 1		
POSITION NO.	TBA		
ANZSCO CODE	224412	PCAT CODE	TBA
TAFE Website	www.tafensw.edu.au		

1. ORGANISATIONAL ENVIRONMENT

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online, and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students, and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion, and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening opportunities through learning.

2. POSITION PURPOSE

The Diversity & Inclusion Specialist and is responsible for implementation of Diversity and Inclusion Strategies. The Specialist is a subject matter expert that is responsible for the pipeline of development activity, delivering on time and within budget, to enable a diverse and inclusive workforce.

3. KEY ACCOUNTABILITIES

1. Oversee and prioritise the pipeline of project development activity in alignment with program and organisational priorities.
2. Develop and refine the Diversity and Inclusion Strategies so that it is embedded into business activity and enable data driven, evidence-based decision making across TAFE NSW.
3. Maintain and enhance Diversity and Inclusion reporting tools to inform TAFE NSW staff of relevant diversity and inclusion data to support effective prioritization, recommendations on options for solutions that improve performance.
4. Lead and collaborate with the broader Diversity and Inclusion team as well as influence key stakeholders from the business to develop a deeper understanding of business needs and identify opportunities for development.
5. Identify innovative practices in diversity and inclusion practices across other sectors and organisation's that can be implemented to maintain focus and enhance the diversity culture mindset.
6. Develop systems to ensure Diversity and Inclusion strategies are communicated and readily accessible to stakeholders to support and inform management decision-making and efficient operations.
7. Reflect TAFE NSW's values in the way you work and abide by policies and procedures to ensure a safe, healthy, and inclusive work environment.
8. Place the customer at the centre of all decision making.
9. Work with the Line Manager to develop and review meaningful performance development and review plans.

4. KEY CHALLENGES

- Understanding key reporting and measurement requirements that convey relevant insights to staff across TAFE NSW.
- Developing and delivering a reporting system that ensure data quality and performance requisite data for diversity and inclusion.

5. KEY RELATIONSHIPS

WHO	WHY
Internal	
Senior Manager, Diversity & Inclusion	<ul style="list-style-type: none"> • Receive leadership, direction, and advice.
TAFE NSW senior leaders	<ul style="list-style-type: none"> • Provide advice on policy and strategy issues. • Consult and collaborate on policy and strategy development and application issues.
Diversity & Inclusion team	<ul style="list-style-type: none"> • Collaborate to provide advice and report on work packages.

People Strategy & Planning team	<ul style="list-style-type: none"> • Ongoing communication, consultation, and collaboration. • Collaboration in developing and implementing deliverables and in managing the flow of information.
Policy and Engagement Team - Market Group	<ul style="list-style-type: none"> • Collaborate on the development of education and training policy. • Provide advice on implementation of education and training policy.
Regional Business Group leads	<ul style="list-style-type: none"> • Liaise on Diversity and Inclusion policy and strategy impacts for implementation.

External

Community advocacy groups and NSW Public Service Commission	<ul style="list-style-type: none"> • Liaison and collaboration on policy and strategy initiatives that impact community groups.
TAFE networks and counterparts in other States and Territories	<ul style="list-style-type: none"> • Mutual exchange of contemporary developments and strategies.
Other State and Commonwealth education and training related bodies	<ul style="list-style-type: none"> • Maintain currency on broader context effecting education and training directions, issues, developments, and regulation.

6. POSITION DIMENSIONS

Reporting Line: Senior Manager Diversity & Inclusion

Direct Reports: Nil

Indirect Reports: Up to 6 (dependant on the number of active projects)

Financial delegation: TBA

Budget/Expenditure: TBA

Decision Making:

- Makes decisions on complex and sensitive issues through the detailed analysis of alternative courses of action and their implications on achieving organisational objectives and strategies.
- Matters requiring a higher level of approval are referred to the Reporting Line Manager.

7. ESSENTIAL REQUIREMENTS

1. Degree qualification in relevant field or equivalent significant experience.
2. Highly developed applied knowledge of Diversity and Inclusion strategy and implementation requirements.
3. Ability to address and meet focus capabilities as stated in the Position Description.



8. CAPABILITIES

NSW Public Sector Capability Framework

Below is the full list of capabilities and the level required for this role as per the [NSW Public Sector Capability Framework](#). The capabilities in **bold** are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability levels are as follows and reflect a progressive increase in complexity and skill:

Foundational > Intermediate > Adept > Advanced > Highly Advanced

CAPABILITY GROUP	NAME	LEVEL
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity and Inclusion	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Advanced
	Work Collaboratively	Adept
	Influence and Negotiate	Adept
 Results	Deliver Results	Adept
	Plan And Prioritise	Advanced
	Think and Solve Problems	Adept
	Demonstrate Accountability	Adept
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	Project Management	Adept

OCCUPATION/PROFESSION SPECIFIC CAPABILITIES FOR THE POSITION

CAPABILITY	DEFINITION	LEVEL
Workforce Strategy	Contribute to defining business objectives, create evidence-based workforce strategies to achieve outcomes and guide the organisation through the required change.	Level 2
Organisational Culture	Identify, assess, and encourage workplace values and behaviours to foster an engaged, inclusive, and high performing workforce.	Level 2

FOCUS CAPABILITIES

The focus capabilities for the Diversity & Inclusion Specialist are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the position's key accountabilities.

NSW Public Sector Focus Capabilities

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> Act as a professional role model for colleagues, set high personal goals and take pride in their achievement. Actively seek, reflect and act on feedback on own performance. Translate negative feedback into an opportunity to improve. Take the initiative and act in a decisive way. Demonstrate a strong interest in new knowledge and emerging practices relevant to the organisation.
Personal Attributes Value Diversity and Inclusion	Adept	<ul style="list-style-type: none"> Promote the value of diversity and inclusive practices for the organisation, customers and stakeholders. Demonstrate cultural sensitivity, and engage with and integrate the views of others. Look for practical ways to resolve any barriers to including people from diverse cultures, backgrounds and experiences. Recognise and adapt to individual abilities, differences and working styles. Support initiatives that create a safe and equitable workplace and culture in which differences are valued. Recognise and manage bias in interactions and decision making.
Relationships Commit to Customer Service	Advanced	<ul style="list-style-type: none"> Promote a customer-focused culture in the organisation and consider new ways of working to improve customer experience. Ensure systems are in place to capture customer service insights to improve services. Initiate and develop partnerships with customers to define and evaluate service performance outcomes. Promote and manage alliances within the organisation and across the public, private and community sectors. Liaise with senior stakeholders on key issues and provide expert and influential advice. Identify and incorporate the interests and needs of customers in business process design and encourage new ideas and innovative approaches. Ensure that the organisation's systems, processes, policies and programs respond to customer needs.
Relationships Work Collaboratively	Adept	<ul style="list-style-type: none"> Encourage a culture that recognises the value of collaboration. Build cooperation and overcome barriers to information sharing and communication across teams and units. Share lessons learned across teams and units. Identify opportunities to leverage the strengths of others to solve issues and develop better processes and approaches to work. Actively use collaboration tools, including digital technologies, to engage diverse audiences in solving problems and improving services.
Results Deliver Results	Adept	<ul style="list-style-type: none"> Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes. Make sure staff understand expected goals and acknowledge staff success in achieving these.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"> Identify resource needs and ensure goals are achieved within set budgets and deadlines. Use business data to evaluate outcomes and inform continuous improvement. Identify priorities that need to change and ensure the allocation of resources meets new business needs. Ensure that the financial implications of changed priorities are explicit and budgeted for.
Results		
Plan and Prioritise	Advanced	<ul style="list-style-type: none"> Understand the links between the business unit, organisation and the whole-of-government agenda. Ensure business plan goals are clear and appropriate and include contingency provisions. Monitor the progress of initiatives and make necessary adjustments. Anticipate and assess the impact of changes, including government policy and economic conditions, on business plans and initiatives and respond appropriately. Consider the implications of a wide range of complex issues and shift business priorities when necessary. Undertake planning to help the organisation transition through change initiatives, and evaluate progress and outcomes to inform future planning.
Results		
Demonstrate Accountability	Adept	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions. Ensure that own actions and those of others are focused on achieving organisational outcomes. Exercise delegations responsibly. Understand and apply high standards of financial probity with public monies and other resources. Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety. Conduct and report on quality control audits. Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks.
Business Enablers		
Project Management	Adept	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits. Prepare clear project proposals and accurate estimates of required costs and resources. Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements. Identify and evaluate risks associated with the project and develop mitigation strategies. Identify and consult stakeholders to inform the project strategy. Communicate the project's objectives and its expected benefits.

NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
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- Monitor the completion of project milestones against goals and take necessary action.
- Evaluate progress and identify improvements to inform future projects.