

Role Description

Diversity and Inclusion Manager



Division/Branch/Unit	Operations / People, Governance & Services
Location	Art Gallery Road
Classification/Grade/Band	Grade 7-8
Kind of Employment	Ongoing
ANZSCO Code	223111
Role Number	new
PCAT Code	
Date of Approval	September 2020
Agency Website	http://www.artgallery.nsw.gov.au/

Overview

The Art Gallery of New South Wales (the Gallery) is a statutory body established under the Art Gallery of New South Wales Act 1980 and is an executive agency under the Department of Premier and Cabinet. The Gallery is in The Domain adjacent to the Royal Botanical Gardens and the Central Business District on the lands of the Gadigal peoples of the Eora nation, and attracts around 1.4 million visitors annually.

The Gallery holds significant collections of Aboriginal & Torres Strait Islander, Australian and International art and presents a dynamic program of temporary exhibitions involving significant loans from national and international collections. The Gallery also manages the Brett Whiteley Studio in Surry Hills. The Gallery employs 350 people on an annual basis and has a current effective full-time equivalent of around 215 staff. As the state's leading institution for the visual arts, the Gallery plays a vital role in the cultural and intellectual life of both Sydney and Australia.

The Gallery relies on diversity of culture and thought to deliver on its goals. To ensure its continued success, we seek talented, qualified employees in all our operations regardless of race, color, sex/gender, including pregnancy, gender identity and expression, national origin, religion, sexual orientation, disability, age, marital status, citizen status, veteran status, or any other protected classification under applicable law. The Gallery is proud to be an Equal Employment Opportunity/Affirmative Action Employer.

The Gallery's expansion, known as the Sydney Modern Project, involves the construction of a new building and art garden to the north of the existing Gallery building as well as some modifications to the existing building. Construction of the new building is currently underway and scheduled for completion in 2022.

Primary purpose of the role

Recognise, create and implement plans to promote diversity and inclusion across the Gallery. This position is a driver for cultural change and acceptance that will support the achievement of the Gallery's Corporate Strategic Plans and Goals.

Key accountabilities

- Research and advise on diversity and inclusion issues and create programmes, training and values to assist the Gallery to build capabilities in these areas.
- Lead the development of the Gallery's diversity and inclusion strategies and assist with the monitoring and implementation of the Gallery's other specific inclusion plans.

- Provide guidance in HR practice for recruitment, work experience, internships, and work with department managers to assist with implementation of inclusion processes throughout the Gallery.
- Support and guide the recruitment team to continue the development of the Gallery as a workplace that appeals to diverse applicants. Support People and Culture staff and managers to ensure selection criteria is objective and strictly job-related.
- Identify external trends and recognise and introduce best practice within Gallery operations.
- Maintain employee diversity data, work with other departments that collect and maintain non-employee related diversity data, measure, forecast and report on diversity metrics including recommendation for strategies that will increase diversity and inclusion among the workforce, visitors and other Gallery business partners and collaborators.
- Maintain relationships with diversity related businesses, with the intention of working together and improving the Gallery's brand.
- Prepare and build relationships among colleagues through diversity and inclusion training.
- Review the Gallery's workplace, policies and procedures, ensuring that these are all inclusive and that the Gallery follows appropriate legislation and employment law regulations around bias and inclusion
- Provide support and guidance to department managers and marketing teams to ensure communications on website, social media pages, job descriptions and internal documents to ensure we use non-discriminatory language
- Act as a consultant to underrepresented groups and ensure all voices are heard.
- Provide support and guidance to managers in the application of diversity and inclusion related policies and procedures and conducting investigations of any complaints, claims or concerns that arise from these instruments.

Key challenges

- Collaborate with multi-disciplined teams to support, influence and facilitate a culture of diversity, acceptance, inclusivity and accessibility across all areas of the Gallery.
- Maintain ongoing, up to date and in-depth knowledge and understanding of relevant legislation and the flow on implications on Gallery policies, practices and issues both within the Gallery and across the public sector.

Key relationships

Who	Why
Internal	
People and Culture Manager	Seek guidance, direction and feedback regarding work and performance. Escalate issues and provide regular updates on issues and priorities.
People and Culture Team	Share information, collaborate on work processes and project implementation.
Directors and Managers	Provide advice, assistance and consultancy. Enlist support for D&I practice development.
Gallery staff	Provide advice, assistance and support on D&I matters.
External	
Department of Premier and Cabinet	Seek and provide information.
HR and D&I colleagues in other cultural	Seek and share information. Develop relationships in order to benchmark D&I best

Who	Why
institutions	practice.
Public Service Commission	Seek and provide information.
Service providers	Obtain services as required

Role dimensions

Decision making

- Prioritise and deliver the diversity and inclusion workload, deciding the daily work priority schedules

Reporting line

People and Culture Manager

Direct reports

Nil

Budget/Expenditure

Nil

Essential requirements





1. Tertiary qualifications in a related area or significant demonstrated experience and knowledge in diversity and inclusion practice.
2. Demonstrated knowledge of current legislative requirements, best practices and trends in diversity and inclusion, including familiarity with key concepts (including, EEO, cultural competence, cultural safety, unconscious bias and affirmative action).
3. Demonstrated experience in designing, implementing, monitoring and reporting on diversity and inclusion programs, policies and procedures.
4. Good knowledge of relevant human rights legislation and working knowledge of conditions of employment as set out in the GSE Act, GSE Regulations and GSE Rules and various awards, determinations and agreements as they relate to inclusive workplaces.
5. Well-developed communication and interpersonal skills

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Adept
	Manage Self	Intermediate
	Value Diversity and Inclusion	Adept
 Relationships	Communicate Effectively	Adept
	Commit to Customer Service	Adept
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Intermediate
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Intermediate
	Technology	Intermediate
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role 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 role's key accountabilities.

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
Personal Attributes Act with Integrity	Adept	<ul style="list-style-type: none"> Represent the organisation in an honest, ethical and professional way and encourage others to do so Demonstrate professionalism to support a culture of integrity within the team/unit Set an example for others to follow and identify and explain ethical issues Ensure that others understand the legislation and policy framework within which they operate Act to prevent and report misconduct, illegal and inappropriate behaviour
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 Communicate Effectively	Adept	<ul style="list-style-type: none"> Tailor communication to the audience Clearly explain complex concepts and arguments to individuals and groups Monitor own and others' non-verbal cues and adapt where necessary Create opportunities for others to be heard Actively listen to others and clarify own understanding Write fluently in a range of styles and formats
Relationships Commit to Customer Service	Adept	<ul style="list-style-type: none"> Take responsibility for delivering high quality customer-focused services Understand customer perspectives and ensure responsiveness to their needs Identify customer service needs and implement solutions Find opportunities to co-operate with internal and external parties to improve outcomes for customers Maintain relationships with key customers in area of expertise Connect and collaborate with relevant stakeholders within the community
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> Build a supportive and cooperative team environment Share information and learning across teams Acknowledge outcomes that were achieved by effective collaboration Engage other teams and units to share information and jointly solve

NSW Public Sector Capability Framework		
Group and Capability	Level	Behavioural Indicators
		<p>issues and problems</p> <ul style="list-style-type: none"> • Support others in challenging situations • Use collaboration tools, including digital technologies, to work with others
Results Think and Solve Problems	Intermediate	<ul style="list-style-type: none"> • Research and analyse information and make recommendations based on relevant evidence • Identify issues that may hinder completion of tasks and find appropriate solutions • Be willing to seek out input from others and share own ideas to achieve best outcomes • Identify ways to improve systems or processes which are used by the team/unit