

JOB PROFILE FORM

1. JOB DETAILS

Title: Diversity & Inclusion Coordinator

Team / Division / Group: People, Partnering & Operations / People, Performance & Culture

Current Incumbent/s:

Reports to (Name / Title): Diversity & Inclusion Lead

Person Completing Form: Rachel Speirs

Date of Completion: March 2022

2. JOB INFORMATION

Job Purpose:

The purpose of this role is to support the delivery of the Diversity & Inclusion strategy at Yarra Valley Water. The position impacts our vision for YVW to create a workplace where diversity and inclusion is valued and reflective of the community within which we serve.

Responsibilities:

- Provide operational diversity and inclusion advice while working collaboratively and flexibly across the PP&C team on both long term and short-term priorities to further advance YVW's diversity commitment
- Support and/or deliver internal events to mark days of significance (e.g. IDAHOBIT, International Women's Day)
- Contribute to the writing of strategic internal and external communications
- Undertake projects and coordinate outcomes in line with deliverables under the Diversity and Inclusion Strategy (including the Gender Equality Action Plan and Reconciliation Action Plan)
- Coordinate training related to Diversity and Inclusion
- Work closely with and provide administrative support to the Pride Network and Diversity & Inclusion Committee
- Building strong stakeholder relationships based on credibility and open communication
- Build understanding of different aspects of diversity and inclusion and the barriers and challenges certain groups experience
- Stay abreast of leading Diversity initiatives and programs
- Work closely with Talent Acquisition and Culture Programs to ensure Diversity initiatives align with building an inclusive organizational culture
- Work closely with Community Inclusion to ensure the Diversity portfolio is in sync with external community initiatives.

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3. PRE-EMPLOYMENT REQUIREMENTS

If hiring someone into this position what attributes MUST the incumbent have? i.e. qualifications, licenses, previous experiences, etc...

Qualifications / Certificates	<ul style="list-style-type: none"> ○ Tertiary qualifications in HR or a related discipline (desirable)
Licences/Tickets	- n/a
Experience	<ul style="list-style-type: none"> ○ At least 2+ years general HR or business experience ○ Demonstrated ability in building relationships, communicating with, influencing and partnering with senior leadership ○ Strong project management skills ○ Developing diversity initiatives (highly regarded) ○ Fully competent in MS Office programs
Other	<ul style="list-style-type: none"> ○ Track record of discretion, reliability and confidentiality ○ A natural team player and collaborator with a positive attitude ○ Passion for Diversity & Inclusion interventions ○ Ability to work in a fast paced environment, with a passion for problem solving and for seeing the issue through to completion ○ Continuous improvement mindset

4. POST-EMPLOYMENT TRAINING, CERTIFICATES OR INNOCULATIONS

Title	Method of Training (eg. certificate, observation, on-the-job etc...)	Renewal Required (Y/N/Unsure)	Renewal Frequency (eg. Never, 1 year, 5 years etc...)