

TEAM LEADER DIVERSITY, EQUITY & INCLUSION

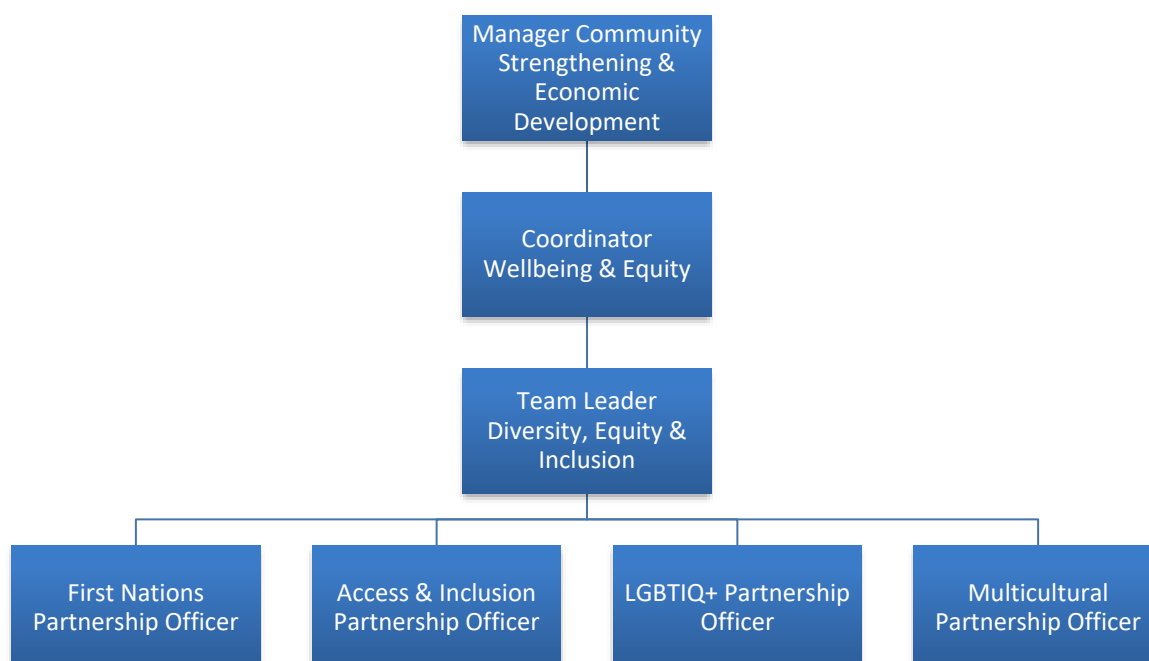
Position Number:	P223004
Banding/Remuneration:	Band 7
Division/Branch:	Community Services / Community Strengthening & Economic Development
Reports To:	Coordinator Wellbeing & Equity
Date Approved:	August 2026

Position Objectives:

The position will also be responsible for:

- Leading a high performing team of diversity, equity and inclusion portfolios.
- Leading the development and delivery of policies, frameworks and programs for the diversity, equity & inclusion portfolio.
- Developing and fostering community partnerships both with the Monash community and key stakeholders and delivering innovative programs that respond to the diversity, equity & inclusion needs of the Monash community.

Team Structure:



Key Responsibility Areas:

The following Key Responsibility Areas indicate what the position is responsible for:

- Providing leadership and support to direct reports of the Diversity, Equity and Inclusion Team Leader to ensure organisational diversity, equity and inclusion outcomes are achieved
- Carrying a strategic focus by leading the development, implementation, monitoring and review of the diversity, equity and inclusion strategic plans to enhance wellbeing, equity, inclusion and social connection, including but not limited to;
 - LGBTIQA+ Action Plan
 - Reconciliation Action Plan
- Representing Council on any committees, advisory bodies and voluntary agencies at a local, regional and State level, as directed by the Coordinator Wellbeing & Equity which can be across Council's spread of hours including nights and weekends
- Lead the design, implementation and evaluation of equity and inclusion initiatives across relevant Council plans, policies and strategies, ensuring measurable outcomes and demonstrated community impact, including but not limited to the Health and Wellbeing Plan
- Managing the successful delivery of a range of Council Advisory Committees, including the Monash Disability Advisory Committee, LGBTIQA+ Advisory Committee and Multicultural Advisory Committee
- Advocating both internally and externally to celebrate diversity and improve equity and inclusion
- Undertaking community engagement and fostering positive partnership opportunities with key stakeholder organisations
- Contributing to advancing organisational capacity building and community planning to achieve an intersectional planning approach
- Consistently demonstrating and upholding Council's shared values and behaviours in all daily activities; including the way in which decisions are made

Accountability and Extent of Authority:

- Freedom to act set by broad goals, policies and budgets
- Operates within the broad direction provided by Council, CEO and the Director Community Services
- Accountable for the provision of specialist advice and leads the development, implementation and evaluation of a range of policies relevant to social policy, and diversity, equity and inclusion
- Freedom to make decisions that impact work the team's portfolios that have an impact on public perception
- Regular written and verbal reporting to the Coordinator Wellbeing & Equity, to ensure adherence to goals and objectives
- Accountable for the provision of specialist advice to senior management and actively initiates and leads the development of a range of diversity, equity and inclusion policies
- Ability to make decisions that impact on public perception of Council and influences and drives work programs
- On behalf of Council, advocates to relevant State and Commonwealth departments on specific social issues

Judgement and Decision Making:

- Responsible for maintaining an awareness of existing and emerging issues within the Monash Community and using consultation and problem-solving techniques to identify appropriate action to achieve Council's objectives
- Required to exercise independent judgement and problem solving on day-to-day issues and apply previous experience to new situations
- Make recommendations regarding diversity, equity & inclusion to the Coordinator Wellbeing & Equity, Manager Community Strengthening and the Director, Community Services based upon research and evaluation activities
- Contributing to the resolution of complex issues
- The incumbent is expected to exercise a high degree of specialist judgement in determining the research requirements in the development of sound policy and service delivery outcomes
- Work is performed within overall guidelines with scope to exercise discretion to achieve the objectives of the position
- Make recommendations regarding diversity, equity and inclusion to the Coordinator Wellbeing & Equity, Manager Community Strengthening and the Director, Community Services based upon research and evaluation activities
- Contributing to the resolution of complex issues

Management Skills:

- Ability to set priorities, plan and organise self and others to achieve project objectives within required timeframes efficiently and within the resources available
- Ability to communicate effectively with a diversity of stakeholders and individuals supported by the position
- Ability to involve and motivate a diverse range of people in the achievement of goals set for the position
- Report writing skills including research, analysis and evaluation
- A working knowledge of the development and monitoring of budgets
- Lead a team approach to problem solving, team development and continuous quality improvement
- Ability to provide a leadership role in scoping, planning, developing, monitoring and evaluating action plans

Interpersonal Skills:

- Leads others in the pursuit of team goals, by collaboration and shares information
- Cooperates and works well with others; establishes and maintains effective relationships with internal and external contacts; encourages resolution of conflict within a group
- Advocate within internal/external forums with a view to liaise, persuade and convince others to achieve specific and set objectives
- Excellent written and verbal communication skills; ability to explain technical information in plain language
- Communicate with influence, including the ability to understand and adapt to the audience to gain support and commitment from others
- High level community engagement skills; considering the needs and expectations of stakeholders



Qualifications and Experience:

- Tertiary qualification in public policy, social sciences, health promotion or public health with demonstrated skill and work experience in developing social policy, research, analysis and social planning
- Demonstrated ability to lead, guide, mentor and develop a professional team and contribute to a positive culture and engaged team

Key Selection Criteria:

- Qualifications in public policy, social sciences, health promotion, public health, or public policy with demonstrated skills
- Work experience in social policy, diversity & inclusion and social planning
- Exceptional skills and experience in project management, social research and analysis, policy development, and leading high-profile social policy agendas for local government
- Demonstrated ability to lead, guide, mentor and develop a professional team and contribute to a positive culture
- High level community and stakeholder consultation skills
- Experience in developing, implementing, and evaluating multiyear strategic plans within a diversity & inclusion context
- Highly developed oral and written communication skills, including writing and speaking with impact, accuracy and clarity for various audiences
- A demonstrated ability to produce policies and strategic plans, briefings and background papers on a range of social policy issues
- Ability to work in a fast-paced, agile and political environment and ability to manage resistance and backlash