

Senior Adviser, Diversity and Inclusion

- \$95,275 - \$115,276 plus superannuation (\$96,942 - \$117,293 plus superannuation effective 1 January 2019)
- Fixed term (starting from mid Feb 2019 until March 2020)
- Full Time (flexibility may be available)
- Usual work location: Melbourne CBD (flexibility may be available)

The position of Senior Adviser, Diversity and Inclusion forms a part of the People and Workplace Services Division within the Corporate Services Group.

The Senior Adviser, Diversity and Inclusion will take a lead role in the implementation and evaluation of a range of strategies, projects and programs to support a diverse, inclusive and high performing work culture. The successful applicant will have excellent communication and consultancy skills, working to meet the objectives of our diversity and inclusion strategy.

The Senior Adviser, Diversity and Inclusion reports to the Manager, Attraction Strategy, Diversity and Inclusion and works within a branch of five. The main priorities over the 12-month period of this fixed term position will be to implement action plans related to disability, LGBTI, Aboriginal, and multicultural employment as well as gender diversity and equality within the department.

The Senior Adviser will provide expert written and verbal advice to the business and represent the department at a range of events to further diversity and inclusion within the State Government.

To be successful in this role you will have:

- High level written and verbal communication skills, with the ability to establish and maintain effective relationships, work collaboratively with senior stakeholders.
- High level conceptual and analytical skills, ability to apply complex concepts to program and process development.
- Strong organisational skills with the ability to guide others within the branch to deliver programs and projects outcomes within defined timelines.

Your application should include: Your updated Resumé and covering letter outlining:

- Your skills and experience relevant for this role.
- Please include a statement about why you chose to apply for this role.

For a confidential discussion, please call Katrina Carlton, Senior Adviser, Diversity and Inclusion on (03) 8392 7009.

Successful candidates will be required to undergo a National Police Records Check prior to commencing employment with the Department.

For further information on the position, please see the attached position description. To apply, please click the 'Apply Now' button below.

Please note: The generic online form on www.careers.vic.gov.au may ask you to provide the responses to all of the KSC. At this step in the on-line process, please only upload your resumé and cover letter (there is NO requirement to address all of the KSC) and move on to the last screen where you will be asked to submit responses to the specific questions only. Complete these specific questions to complete your application. You may also respond to these questions in a separate document and upload it along with your resumé / covering letter.

For further information on the position, and position description, and to apply please visit www.careers.vic.gov.au and refer to VG/022002B.

Applications close at midnight on 1 January 2019.

www.economicdevelopment.vic.gov.au

Authorised by the Victorian Government,
1 Spring Street, Melbourne

