

Position description

Position title:	Senior Consultant, Diversity, Equity and Inclusion
Reports to:	Associate Director, Diversity, Equity and Inclusion
Program area:	People and Workplace Services
Location:	Melbourne, Naarm CBD / Wurundjeri Country
Classification:	VLA4 - V4AO6C
Position type:	Ongoing/Maximum term

Position Summary

Victoria Legal Aid (VLA) is committed to fostering a work culture that aligns with our values and is diverse, equitable, inclusive and accessible. The Senior Consultant, Diversity, Equity and Inclusion (DEI) works with stakeholders across all business areas to provide expert guidance and assistance to apply an intersectional lens to services, policies, projects and activities. In this role you will undertake data analysis and ensure appropriate governance structures are in place to ensure organisational accountability for the delivery of diversity, equity, inclusion and accessibility programs of work. This role works closely with the Client Intake and Inclusion team to ensure alignment with client facing diversity and inclusion initiatives.

Responsibilities

1. Provide subject matter expertise and guidance to stakeholders in fulfilling their DEI obligations committed to in our action plans and strategies, including applying an intersectional DEI lens across all VLA work.
2. Develop surveys and conduct sophisticated data analysis and evaluate action plans and strategies to identify trends and opportunities for improvements.
3. Engage internal and external stakeholders to develop their DEI literacy and capability, identifying training to address knowledge gaps.
4. Monitor and drive performance progress with initiative owners and coordinate regular internal and external reporting, escalating issues with initiative owners and relevant senior executives where required.
5. Maintain organisational accountability to broader organisation strategic objectives and advocacy priorities to ensure initiatives progress and VLA meets our legislative and internal reporting requirements.
6. Prepare plain language, accessible and inclusive reports, papers and deliver presentations to support internal and external oversight and governance arrangements.
7. Coordinate action plan steering committees and staff diversity networks to support meeting coordination, agenda setting, preparation of papers and organising events and activities as needed.

Key selection criteria

1. Demonstrated understanding of how diversity attributes including, but not limited to; cultural diversity, disability, Aboriginal and Torres Strait Islander heritage, age, race, gender, LGBTIQ+ and class, impact people's experience in the workplace.
2. Demonstrated ability to communicate, engage and influence individuals, groups and stakeholders at all levels and from diverse backgrounds, including the ability to be an advocate/ally for DEI.
3. Ability to adapt communication approach to meet audience needs and articulate complex concepts with nuance to influence the staff at all levels to be better allies and advocates.
4. Demonstrated experience in the development and implementation of diversity and inclusion frameworks, action plans and initiatives, including data analysis and trend identification.
5. Well-developed project management and organisational skills and the ability to prepare and deliver high quality reports, papers and presentations in an accessible and inclusive way.
6. Demonstrated problem-solving, and critical thinking skills and ability to adapt tailored solutions to support VLA teams with DEI queries and problems.
7. Commitment to working collaboratively with others and actively listening to feedback in delivery and adaptation of work. Continue own learning to stay across emerging issues and developing areas of interest in the DEI sector
8. A knowledge of the general business of VLA and a commitment to our vision and values.

Qualifications and experience

- Tertiary qualification (or equivalent professional experience) in law, human resources, psychology, humanities, business, or a related field (mandatory).
- Demonstrated experience working with and supporting diverse groups and understanding of cultural norms and communication styles (mandatory).
- Experience in collating and analysing data for reporting and governance processes. (highly desirable)

Other relevant information

- To be eligible to apply for this position you must have the right to work in Australia (i.e., be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa).
- All appointments are subject to reference checks and pre-employment misconduct screening. A preferred candidate with an adverse conduct history or criminal record will not necessarily be precluded from employment with VLA and each application will be considered on its merits. Pre-employment checks for this position may include:
 - o You may be required to consent to a police check.
- It is a requirement that all VLA employees reside in Victoria, or a nearby border community, and attend for office-based days at their primary work location. From time to time you will be required to travel to between various office locations to deliver quality services to our clients or for meetings and/or professional development.
- Occupational health and safety responsibilities at Victoria Legal Aid:

- o All staff at VLA are expected to champion proactive and positive health and safety practices in the workplace by raising health, safety and wellbeing issues or concerns with managers and colleagues. Staff are required to observe all safe work procedures, rules and instructions, and take all reasonable care for their own safety and for the safety of work colleagues by always operating in a safe and appropriate manner.

Organisational context

VLA provides legal aid services to the Victorian community through our in-house practice, contracted private lawyers as well as by funding community legal centres. We have 15 offices across Victoria.

Victoria Legal Aid is a statutory authority that serves the broader community by providing information, legal advice, and education with a focus on the prevention and early resolution of legal problems. We prioritise more intensive services, such as legal advice, legal representation, non-legal advocacy, and family dispute resolution, for those who need it most.

We recognise the intersections between legal and social issues in how we do our work and advocacy. We also work to dismantle the barriers that prevent people from accessing the justice system by participating in systemic reforms and strategic advocacy.

VLA's [Strategy 26](#) outlines our strategic directions across the first four years of our [Outcomes framework 2022–30](#): an eight-year view of the difference we make for our clients, the Victorian community, our partners, and the services and systems we work with.

Our in-house legal practice covers three program areas: Criminal Law; Family, Youth and Children's Law; Civil Justice and Access and Equity.

People and Workplace Services

Working with VLA's staff, People and Workplace Service's are responsible for establishing human resource management and organisational development processes and practices that meet our regulatory obligations and reflect our values. The Diversity, Equity and Inclusion team sits within the People Workplace Services team.

This role will be embedded within the Diversity, Equity and Inclusion team which is responsible for:

- Promoting diversity, equity, inclusion and accessibility
- Regular reporting to ensure ongoing improvement
- Influencing accountability and driving behaviour change
- Reviewing and evaluating for continuous learning
- Supporting, engaging and collaborating across VLA

Our VLA vision and values

Our vision

Our Vision is for a fair, just and inclusive society where people can get help with their legal problems and have a stronger voice in how laws and legal processes affect them.

Our purpose

To make a difference for clients and the community by helping to effectively address legal problems, supporting the coordination of a strong and dynamic legal assistance sector and working with partners to create fairer laws and systems.

Our values

Fairness

We are committed to fairness in society and to facilitating fair and equitable access to legal support.

Care

We care about our clients and the community and we approach our work with an awareness of the effects that trauma and discrimination can have. We treat each other with kindness and respect.

Courage

We approach our work with strength and confidence. We are guided by our values and what matters most to our clients and society.

Inclusion

We provide an inclusive environment for clients, staff, and referral partners.

VLA is an Equal Opportunity Employer committed to promoting a diverse and inclusive workforce

We strongly encourage people from diverse backgrounds and abilities, including First Nations Australians and refugees to apply for positions within our organisation. We will make reasonable adjustments to enable everyone to participate in our recruitment processes and to work productively and safely.

It is a key priority of VLA's [Reconciliation Action Plan](#) to support principles of self-determination by increasing First Nations Australians' employment across all areas of VLA. We recognise that our workforce can benefit greatly from the unique knowledge, skills and expertise of a diverse workforce including First Nations Australians and in achieving a culturally safe and responsive service for our clients.

VLA is a Child-Safe organisation

VLA is committed to the safety and wellbeing of children and recognises that children's rights need to be respected, their views welcomed and valued, and their concerns taken seriously. We additionally acknowledge and appreciate the diverse and unique identities and experiences of Australian First Nations children, which we respect and value.

Position Description approved by People and Workplace Services

Position Title: Recruitment Specialist

Date approved: 28 June 2024