

ROLE DESCRIPTION

POSITION

Senior Project Officer, Diversity and Inclusion

CLASSIFICATION

AS06

ORGANISATION

Office of the Commissioner for Public Sector Employment

PROGRAM/TEAM

Workforce Strategy and Engagement

ORGANISATIONAL OVERVIEW

The Office of the Commissioner for Public Sector Employment (OCPSE) makes a difference by enabling the public sector workforce to deliver great results and outcomes so that South Australia thrives.

As a central agency, we support more than 100,000 South Australians who work in the public sector by:

- Enhancing workforce performance and potential
- Providing stewardship to build an inclusive, safe, and ethical culture
- Advancing current and future leaders
- Shaping the future workforce, including its systems and data.

PROGRAM/TEAM OVERVIEW

Collaborating closely with internal and external stakeholders to shape the SA public sector's workforce strategy, the Workforce Strategy and Engagement team drives culture and engagement initiatives to build capability and enhance the employee experience so that our workforce attracts, retains the skills needed now, and in the future. The team also has oversight of OCPSE's performance reporting and business intelligence, using data to drive evidence-based decision making.

ROLE OVERVIEW

The Senior Project Officer reports to the Principal Consultant, Diversity and Inclusion and is responsible for scoping, planning, implementing and monitoring projects and strategies and providing policy advice on topics including anti-racism, disability employment, diversity and inclusion within OCPSE and across the South Australian Public Sector.

KEY RELATIONSHIPS

- Reports to the Principal Consultant, Diversity and Inclusion
- Director, Workforce Integrity, Strategy and Capability.
- Direct Reports: Nil.
- Key Relationships:
 - Works and liaises with a broad range of teams and working groups within OCPSE and across public sector agencies, including diversity and inclusion specialists across the sector.

ROLE DESCRIPTION

- Liaises with and maintains networks including cross jurisdictional groups, diversity and inclusion employee networks, diversity and inclusion representative bodies, training providers and disability employment service providers.
- Engages with the Anti-Racism Advisory Committee and Anti-Racism Implementation Working Group

RESULTS REQUIRED

- Contribute to planning, coordinating, implementing and monitoring a range of projects and activities, including initiatives that support the delivery of the SA Public Sector's Diversity, Equity and Inclusion Strategy; SA Public Sector's Anti-Racism Strategy and Action Plan; White Ribbon Workplace accreditation and OCPSE's Disability Access and Inclusion Plan.
- Coordinate and provide executive officer support to committees including the Anti-Racism Advisory Committee, the Anti-Racism Implementation Working Group and Communities of Practice, including the development and coordination of papers, minutes and outcomes reporting.
- Maintain and share knowledge of diversity, equity and inclusion matters, including disability employment, through research and connecting with expertise in the field, people with lived experience and attending relevant forums, meetings and interjurisdictional events.
- Build and maintain positive working relationships with OCPSE teams and stakeholders across the public sector, to support the identification and resolution of issues and matters relating to project implementation, data collation and analysis.
- Provide high level expert advice and consultancy to OCPSE teams and SA Public Sector Agencies on Diversity and Inclusion related strategies, policies and projects under broad direction.
- Research, analyse data and information to provide high level reports, recommendations or advice on Diversity and Inclusive initiatives and related OCPSE policies and practices.
- Prepare, coordinate or contribute to submissions, briefs and plans on policy issues in line with OCPSE's Strategic Plan 2025-2027.

OCPSE CORE CAPABILITIES

Our employees deliver work aligned to the OCPSE Strategic Plan, within the responsibilities of the role, and behave in accordance with the South Australian Public Sector Values, regardless of position and technical expertise, and:

- Adhere with the Code of Ethics for the South Australian Public Sector.
- Actively participate in OCPSE's performance management and development program.
- Actively collaborate and contribute to whole-of-office priorities and goals as required.
- Maintain a safe working environment by adopting appropriate work health and safety practices consistent with the role.
- Recognise there may be times when you are required to work outside normal working hours, or travel within or outside the state, to represent the office.

ROLE DESCRIPTION

- Seek out flexible working options to support achieving a balance between work and personal responsibilities.
- Act in a manner consistent with the recognition of OCPSE as an Equal Opportunity employer.

CAPABILITIES REQUIRED

Technical

- Detailed knowledge and understanding of concepts and contemporary approaches relevant to workplace diversity, equity and inclusion, cultural change and relevant government policies and procedures.

Personal

- Ability to communicate effectively and respectfully, showing consideration for different viewpoints, backgrounds and lived experiences.
- Demonstrated ability to manage multiple priorities and adapt to changing demands in a fast-paced and evolving environment.
- Demonstrated ability to work effectively, under broad direction, either independently or within a team, apply high levels of attention to detail, exercise well developed initiative and judgement, and prioritise activities to achieve results within tight timeframes.
- Proven high level written communication skills, including the preparation of complex documentation, briefings, reports, speeches, presentations and correspondence.

Experience

- Experience in the planning and implementing a portfolio of agency or sector wide initiatives.
- Experience researching workforce issues and Diversity, Equity and Inclusion matters, analysing a range of information and preparing reports with recommendations which assist with achieving organisational objectives and outcomes
- Proven experience providing executive/administrative support functions including preparation of agendas, minute taking, and following-up actions when required.

Qualifications

- Relevant tertiary qualifications and / or skills and knowledge gained through professional or lived experience