



Position description – Project Manager, Diversity and Inclusion

Work level	3
Group/team	Strategy & Policy Group; Diversity & Inclusion team
Reporting to	Head of Blue Voices, Diversity & Inclusion
Direct reports	Nil
Employment type	Fixed term to 30 June 2022

Vision, mission and values

Beyond Blue's vision is that all people in Australia achieve their best possible mental health. Our mission is to promote good mental health. We create change to protect everyone's mental health and improve the lives of individuals, families and communities affected by anxiety, depression and suicide. All employees are expected to act in accordance with Beyond Blue's values, which are **Collaboration, Respect, Enthusiasm, Excellence, Innovation and Integrity**.

Position purpose

Beyond Blue takes a long-term strategic community-change view of its diversity and inclusion work, focused on reducing discriminatory attitudes and behaviours, building inclusive and supportive environments, and collaborating with specialist services and diversity stakeholders to ensure our generalist resources and programs meet the needs of diverse communities.

Reporting to the Head of Blue Voices, Diversity and Inclusion, the purpose of the Project Manager role is to develop and manage a program of diversity and inclusion initiatives and manage external and internal relationships. This role is an exciting opportunity within the Diversity & Inclusion team during a period when the team is working towards ambitious goals under the umbrella of Beyond Blue's Aboriginal and Torres Strait Islander Strategy 2019-2024 and a new Reconciliation Action Plan (RAP). The Project Manager will lead and provide support to a number of ongoing projects, many of which are focused on working with a range of diverse communities, including but not limited to Aboriginal and Torres Strait Islander communities, LGBTI communities, older people and people from culturally diverse backgrounds.

An individual will flourish and excel in this role if they have high level critical and strategic thinking skills, enjoy working flexibly across a variety of areas, and have strong organisational skills and the ability to work across multiple areas of focus.

Accountabilities

Strategic Project Management and Advice

- Contribute to strategic, operational and project planning to ensure the focus of the Diversity & Inclusion program, including Aboriginal and Torres Strait Islander priorities, is aligned with Beyond Blue objectives.
- Manage and deliver a range of inclusion projects and activities to ultimately improve mental health outcomes for people from diverse communities.
- Provide advice and guidance on projects and activities to ensure they are 'culturally fit' and inclusive of diverse communities' needs.

Stakeholder Management

- Manage stakeholder, general public and service provider relationships through effective communication, negotiation, issues management, and responding to enquiries to ensure that deliverables are met, outcomes are achieved, and projects delivered.
- Actively manage relationships with external Cultural Consultants and Service Providers to progress the strategic objectives of Beyond Blue.
- Work collegiately, identify opportunities and solutions, challenges and emerging issues facing Beyond Blue and champion and lead agreed responses across the organisation.
- Participate in and when relevant, lead internal and external working groups and RAP Subcommittees.

Operational Tasks

- Manage internal events to support and promote a culturally inclusive workplace.
- Coordinate the completion of monthly, quarterly, six monthly and annual reporting on assigned projects and activities for internal, government and other funders.
- Work collaboratively and flexibly, adopting a problem-solving approach to determine solutions in response to both complex and day-to-day challenges and managing significant reputational risk in relation to inclusion issues.
- Lead targeted communication and dissemination strategies.
- Assist the Head of Blue Voices, Diversity and Inclusion in the delivery of operational tasks for projects, such as: preparing and maintaining meeting documents and other records; reviewing budgets, updating databases and other organisational systems; and conducting desktop research.

Selection criteria

Education/qualifications

Essential

Tertiary qualification in relevant discipline (such as public health, health promotion, social sciences, research).

A formal Project Management qualification would be highly regarded.

Knowledge/skills/experience

Essential

At least five years work experience, including:

Project Management – Knowledge and skills in planning, resource identification and coordination, task and activity monitoring, risk and issues management, reporting and overall delivery against defined objectives, methods and outcomes.

Stakeholder Management — Knowledge of principles and processes for effectively managing stakeholders. This includes internal and external stakeholder needs assessment, meeting quality standards for services, and evaluation of stakeholder satisfaction.

Document Preparation – High level writing skills and proven ability to prepare a variety of types of documentation including briefing notes, correspondence and reports with a high level of attention to detail and the ability to conceptually analyse information.

Desirable

Diverse populations – Experience working with diverse population groups (such as Aboriginal and Torres Strait Islander communities, LGBTI communities, older people, rural and remote communities and people from culturally diverse backgrounds)

Culture change – Expertise in delivering organisation-wide change programs.

National focus – Understanding of working in an organisation focused on delivering nationally-focused initiatives, projects and activities.

Health promotion/marketing – Experience in a Health Promotion role, particularly focused on empowerment of communities, and/or projects involving significant marketing and communication components

Team structure and relationships

Team structure

This position reports to the Head of Blue Voices, Diversity and Inclusion, who in turn reports to the General Manager, Strategy & Policy Group.

Internal

- General Manager, Strategy & Policy Group.
- Blue Voices, Diversity & Inclusion team.
- Beyond Blue program teams.
- Marketing and Communications.
- Contracts and Procurement.
- Beyond Blue Board members, CEO and all staff.

External

- Partners and stakeholders working with the Diversity & Inclusion team.
- Government funders, project partners, sector stakeholders, contractors/consultants, people with experience of depression and/or anxiety, contractors/consultants.
- Members of the general public.

Extent of authority

As per the Delegations of Authority Policy

Health, Safety and Wellbeing

Beyond Blue is committed to ensuring the physical and psychological health and safety of all employees, contractors and other people involved in our business activities. Our people are expected to comply with our Health, Safety and Wellbeing policy.