

Gender Equality, Disability and Social Inclusion (GEDSI) Officer

Start Date	Immediate	Duration	Long Term
Office Location	Brisbane	Reports To	GEDSI Manager

Palladium is a global development and consulting firm, part of the GISI Consulting Group, working alongside some of the world's leading project management and engineering organisations. We partner with governments, businesses, investors and communities to design and deliver complex programs that create lasting impact. With a presence across more than 90 countries, Palladium offers the opportunity to work on meaningful challenges, alongside talented colleagues, in environments where your work can truly make a difference.

Pacific Labour Mobility Support Program (PLMSP)

The Pacific Australia Labour Mobility (PALM) scheme is a signature initiative for the Australian Government that enables workers from 9 Pacific Island Countries (PICs) and Timor-Leste to work in priority sectors in Australia. The Pacific Labour Mobility Support Program (PLMSP) builds on the successes of the Pacific Labour Facility (PLF) program, with a renewed focus on the provision of tailored support to worker sending countries to address their specific needs and priorities. Palladium is contracted to deliver PLMSP on behalf of Department of Foreign Affairs and Trade (DFAT).

PLMSP's role is to provide DFAT and governments in 9 PICs and Timor-Leste with support to enable workers to access PALM scheme in inclusive ways that maximise the benefits for the workers and national economies while minimising risks from labour mobility participation. PLMSP's primary functions include capacity building for PALM scheme labour sending units; skills development and training for PALM workers; support for returning PALM workers and their families; information system management; monitoring, evaluation, research and learning; and communications.

Purpose of Position

The **Gender Equality, Disability and Social Inclusion (GEDSI) Officer** will be responsible for supporting implementation of the GEDSI team's annual plan activities.

Working with children

Is this position likely to come into contact with children?

☒ Yes

☐ No

Primary Responsibilities

The primary responsibilities of the **Gender Equality, Disability and Social Inclusion (GEDSI) Officer** can be broadly described as follows:

- Support the implementation of GEDSI activities as outlined in the PLMSP annual plan including administrative support.
- Support logistics for GEDSI activities, including travel, in close coordination with PLMSP Operations and other streams.
- Support the coordination of GEDSI-related events, including on International Women's Day, International Day of People with Disabilities, 16 Days of Activism Against Gender-based violence etc.
- Provide administrative support to the GEDSI Senior Manager and GEDSI Manager, including coordinating meeting logistics, preparing and sending meeting invitations and accurately recording and distributing meeting minutes and action items.
- Provide flexible and responsive support to emerging priorities of the PLMSP, the GEDSI team and DFAT/LSU requests.
- Contribute to developing GEDSI materials (trainings, guidelines, SOPs, best practice notes) and support their culturally appropriate delivery.
- Understand how innovation and technology shape the way we work and introduce new ways of working through AI, data and technology.

Relationships, Communication & Development:

- Develop client and stakeholder relationships internally and externally and maintain professional, respectful and effective relationships with your colleagues.
- Accept and value constructive feedback, support the onboarding and training of peers, and communicate with others in an inclusive manner.
- Focus on growth and development of self and others, seeking continuous opportunities to grow and learn.
- Create, promote and maintain an equitable, diverse and inclusive work environment through respecting the views of others, listening with empathy and resolving differences in a positive and constructive manner through applying effective conflict resolution techniques.

Other

- Other tasks as reasonably requested by the GEDSI Manager.
- Willingness to travel occasionally, if required.
- Advocate for Australian development priorities.
- Foster equality, diversity and inclusion, drawing on capabilities from within the country/region wherever possible.
- Comply with, and advocate for, DFAT's policies in all aspects of implementation, including gender, disability, fraud and anti-corruption, PSEAH, child protection and environmental and social safeguards. This includes incorporating policy principles into planning and everyday work, promoting process improvements, and reporting concerns to your Line Manager or Palladium's Integrity Hotline (details on Palladium website).

- Operate with high levels of integrity, consistent with the intent of DFAT's Ethics, Integrity and Professional Standards Policy Manual.

Reporting Requirements

This role reports into the GEDSI Manager. Reporting requirements may include but are not limited to:

- Attendance at team meetings, other requested meetings and regional meetings (e.g. townhalls).
- Regular (minimum of monthly) one to one meetings with your line manager on the status of personal Key Result Areas (KRAs), career development discussions and any other matters.
- Palladium encourages flexible work practices to enhance wellbeing, productivity and team culture. For this role, we require that employees maintain an in-office presence for at least 50% of their working week. For example, if an employee works five days a week, they must spend at least three days physically in the office.

Minimum Qualifications and Experience Required

- Tertiary qualification in a relevant discipline, such as Social Work, Gender Studies, International Development, Community Development, Anthropology, or similar social science.
- At least 1-3 years relevant professional experience, preferably with experience in the Pacific or Timor Leste.
- A general understanding of gender equality, disability inclusion, social inclusion, human rights and international development concepts, and the ability to translate theory into practice.
- Excellent interpersonal skills, including the ability to work effectively with a wide range of stakeholders across multiple cross-cultural contexts
- Strong liaison and coordination skills.
- Ability to work independently as well as collaboratively in a team.
- Strong skills in written communication including report writing.
- Ability to present and facilitate discussion or public speaking.

Due to the evolving nature of our program, it is possible that the incumbent may be expected to undertake duties that fall outside the remit of their original Terms of Reference as reasonably required to ensure the ongoing success of the program.

Where this is required, the following will occur:

- The incumbent has the skills and experience to fulfill the duties.
- This arrangement will be short term in nature.

Core Capabilities

Palladium's Core Capability Framework outlines the standard of performance and behaviours expected at each level within the organisation. It also provides a benchmark for assessing areas of potential strength as well as the identification of potential skill gaps or areas for development and improvement.

The project Capability Framework forms the basis of how we recruit, how we lead and the behaviours we exhibit, how we manage performance excellence and develop our future workforce.

Our capabilities link to a number of other processes, policies and guidelines including:

- Performance management/ performance excellence - setting and maintaining standards and helping employees excel and develop
- Career Pathways including our Career Progression Framework
- Organisational design – identifying any skills gaps, outlining job roles and responsibilities
- Development, growth, learning, and training
- Sustainable business – going beyond compliance to ensure sustainable and ethical considerations are woven throughout everything we do. This aligns equity, diversity and inclusion; safeguarding; and environmental objectives

Equity, Diversity & Inclusion

Palladium is committed to embedding equity, diversity and inclusion across all activities. We promote a diverse and inclusive workforce and ensure all applicants and employees are treated fairly and equally, regardless of background or personal characteristics. We encourage applications from all individuals and provide reasonable adjustments or accommodations where required.

Safeguarding

Palladium maintains a zero-tolerance approach to all forms of harm, including sexual exploitation, abuse, harassment, child abuse, and human trafficking. We are committed to protecting our people, partners, and communities and ensuring safe and respectful environments. All personnel are expected to uphold safeguarding standards, with successful candidates subject to enhanced screening, including safeguarding-focused assessments and due diligence, in line with Palladium's Code of Conduct and safeguarding policies.