



JOB PROFILE

Position Title:	Equity & Inclusion Manager
Engagement Type:	Contract, 12 months
Salary:	\$125,465 + 15.4% super
Department / Unit:	Office of the CEO / People & Culture
Location:	Sydney

Position Summary: Under the direction of the Head of People & Culture, the Equity & Inclusion Manager will finalise and implement a comprehensive Diversity, Equity, and Inclusion (DEI) strategy for Screen Australia. This role involves creating a detailed roadmap for implementation, monitoring progress, and championing DEI priorities within Screen Australia and the sector. The Equity & Inclusion Manager will work collaboratively with the broader business units to execute internal DEI strategies and enhance Screen Australia's reputation as a leader in DEI initiatives.

Core Accountabilities:

Under direction from the Head of People & Culture and working to a detailed work plan, the successful applicant be responsible for:

- Creating and implement a comprehensive DEI strategy for Screen Australia with clear and progressive steps.
- Create a detailed roadmap for the implementation of the DEI strategy.
- In consultation with the Head of P&C monitor the progress of the DEI strategy.
- Champion Screen Australia's DEI priorities within Screen Australia.
- Monitor and communicate the evolution of DEI initiatives within the organisation.
- Collaborate with management to execute internal DEI strategies for organisational performance and change.
- Manage updates of internal DEI training programs.
- Engage with Screen Australia's DEI committee and provide support for its relevant activities and initiatives.
- Coordinate and chair the DEI committee meetings and actions.
- Facilitate ongoing analysis of organisational access and inclusion barriers and opportunities.
- Explore opportunities for engaging with thought leaders in the DEI space.

- Build bridges between DEI community representatives and relevant Screen Australia stakeholders.
 - Disseminate and track relevant messaging and information related to DEI advancements in the screen sector.
 - Report on key Australian industry changes in the DEI landscape to expand the organisational knowledge base.
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Qualifications, Experience and Skills Requirements

- Bachelor's degree in a related field (e.g., Human Resources, Social Sciences, Diversity and Inclusion).
 - Proven experience in developing and implementing DEI strategies and initiatives.
 - Strong knowledge of DEI best practices, trends, and industry standards.
 - Exceptional communication, collaboration, and leadership skills.
 - Ability to work effectively with diverse groups of employees and external partners.
 - Analytical and problem-solving skills with attention to detail.
 - Familiarity with relevant laws and regulations related to diversity and inclusion.
 - Proficiency in data analysis and reporting.
 - Demonstrated commitment to advancing diversity, equity, and inclusion.
 - Experience in the screen sector or a related industry is highly desirable.
 - Ability to attend relevant events as required.
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Behaviours

- Open communicator, shares thoughts and opinions with others
- Commits to action and driven to achieve results
- Values collaboration and teamwork, and focuses on the achievement of team goals
- Establishes and maintain effective relationships with internal and external stakeholders, and gains their trust and respect
- Creative approach to problems and ability to 'think outside the square'
- Energy, enthusiasm and willingness to take on new challenges
- Shows personal courage and can take unpopular stands when appropriate
- Thrives on change and is able to make decisions without having the total picture
- Seeks feedback, takes it on board and modifies approach
- High level of self-awareness and continually seeks to improve self