

Position description

Position title	<i>Diversity, Equity & Inclusion Lead</i>
Group / Branch	<i>People, Safety & Governance, Future Workforce</i>
Reports to (Title)	<i>Group Manager, Future Workforce</i>
Competency level	<i>Individual Contributor – Technical Expert</i>

Job Purpose

South East Water innovates with purpose and acts with care to deliver healthy water for life for our customers community and environment.

One of our five strategic pillars is empowering our people – we're one team that reflects the diversity of our customers. We welcome differences, and everyone's ideas and viewpoints are valued, building a safe space where people find inspiring opportunities in water.

The DEI Lead is responsible for developing, implementing and delivering South East Water's Gender Equity Action Plan (GEAP), Diversity, Equity and Inclusion strategic plan and DE&I annual action plan with the purpose of ensuring that South East Water is a safe environment that reflects the diversity of our customers and community.

Key Accountabilities

- Lead the development and delivery of our DEI strategy which includes South East Water's Gender Equality Action Plan (GEAP) and annual DEI plan
- Leverage data and cultural insights to continually renew the DEI initiatives annually to evolve our inclusive culture and build leadership capability to enable leveraging the benefits of our workforce diversity
- Manage our employee diversity advisor groups, empowering our employees to have a voice with our executive team to develop cultural understanding and enhance our employees sense of belonging. This includes deliver engaging internal I&D events and workshops that continue to develop cultural understanding and enhance our employees sense of belonging.
- Ensure delivery of a calendar of events recognising dates of significance internally and externally.
- Promote DEI events and initiatives internally through writing inspiring employee articles and people leaders guides, and partner with Communications team to promote externally through social media channels.
- Undertake reporting and insights for all DEI metrics and initiatives, including for external reports and parties
- Participate in industry networking and development forums to work collaboratively in delivering initiatives and leveraging resources

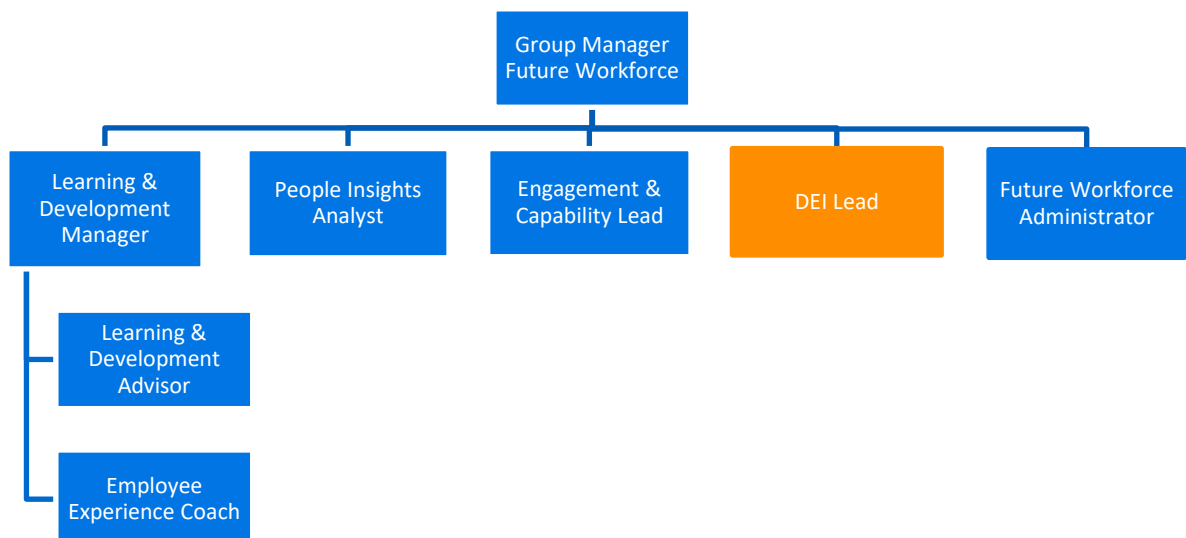
- Collaborate closely with People, Safety and Governance colleagues to ensure policies and procedures are contemporary, reflect our Employee Value Proposition and meet legislative requirements.
- Ensure South East Water leaders and employees are aware of and completing gender equity impact assessments.

Knowledge, Skills & Experience

- Organisational development skills demonstrating an ability to evolve organisational culture
- Excellent people skills to engage, negotiate and influence stakeholders
- Project and Change management capabilities
- Excellent written and verbal communication skills
- Development and delivery of workshops for stakeholder engagement and education
- Demonstrated passion for diversity and inclusion with deep cross cultural understanding
- Analytical and data interpretation to develop insights
- Passion for driving positive change.

Dimensions

Organisational Chart



Number of people managed:

N/A

Size of budget managed:

Inclusion & Diversity budget \$110,000

Value of Assets managed: N/A

Ensuring a sustainable, resilient organisation:

Authorities outlined in [Instrument of Delegations](#) yes - reports to Responsible Officer

Compliance management responsibilities outlined in the [compliance and obligations register](#) yes
- operational responsibilities

South East Water operates a 24/7 service environment. Whilst this role does not involve after-hours rostered duty, all employees may be required to provide out of hours support from time to time as required.