



JOB DESCRIPTION

Key Position Information			Date Reviewed: March 2019
Title	LGBTI Champion	Department - Location	Cannington
Reports to	Executive Manager Corporate Support Services	Award	The Richmond Wellbeing Incorporated Enterprise Agreement 2016
Level / Salary	Level 5	Basis of Employment	Part time
Role Purpose			
<p>The role of the LGBTI Champion is to promote awareness of LGBTI issues, enhance and embed quality with regards to the spectrum of diversity and inclusion across Richmond Wellbeing (RW).</p> <p>The incumbent will have the ability to support organisational and cultural change by guiding our organisation through change management principles in line with project delivery expectations and timeframes.</p> <p>The duties may vary in line with operational and business requirements.</p>			
Richmond Wellbeing Vision, Purpose and Values			
<p>Our Vision: A community where people are able to recover and live a valued and fulfilling life.</p> <p>Our Purpose: We work alongside people, employing leading practice, to support recovery and wellbeing.</p>			
<p>Hope</p> <p>We believe that people can and do recover from mental illness, and we strive to promote hope, control, choice and opportunity.</p>	<p>Inclusion</p> <p>We embrace diversity, respect and value people's differences, and consistently seek to support people to realise their full potential as connected and contributing members in the community.</p>	<p>Service Excellence</p> <p>We consistently aspire to exceed customer expectations, pursue opportunities for continuous improvement and quality, and take a proactive approach to seeking, identifying and leveraging current and future opportunities.</p>	<p>Compassion</p> <p>We work in a person-centered way, demonstrating empathy, authenticity, honesty, integrity and human kindness in all our relationships with families, individuals, colleagues and the community.</p>
Statement of Diversity			
<p>The staff at RW are committed to creating a safe and comfortable environment for all staff and consumers. To view our diversity statement in full please visit the Richmond Wellbeing intranet.</p> <p>https://www.rw.org.au/diversity-statement</p>			

Key Result Area	Key Accountabilities and Responsibilities	Key Performance Indicators
Richmond Wellbeing Values	<ul style="list-style-type: none"> Acts consistently in accordance with the RW Values and Key Principles – challenges practice inconsistent with these values and uses values as a basis for managing relationships and decision making. Actively engage in self-reflection and develop own practice. 	<ul style="list-style-type: none"> Reflect RW values in daily interactions and within scope of role. Demonstrate this in supervision and Critical reflection groups.
Strategic Input to Aims of the Project	<ul style="list-style-type: none"> Work with the Manager and relevant stakeholders to actively promote, celebrate and raise awareness on LGBTI inclusion within RW. Review existing resources, policies and procedures that can be utilised for this project. Setup an LGBTI events calendar and plan activities around the events. Support in providing input to developing strategic organisational change. 	<ul style="list-style-type: none"> Level of input into strategic discussion and planning. Contribution of innovative and workable ideas for short and medium-term planning.
Stakeholder relationships	<ul style="list-style-type: none"> Maintain respectful, positive and empowering relationships with all relevant stakeholders. Work with the Committee and the development of the ENRICH brand and strategy. Communication and relationship building. Visit all RW sites to meet and understand the level of knowledge across the workforce. 	<ul style="list-style-type: none"> Assessed quality of relationship with stakeholders. Stakeholder feedback. Information and analysis provided to Manager.
Administrative Tasks	<ul style="list-style-type: none"> High-level administrative tasks as required. Data collation and analysis. Report writing. Provide updates and evidence of activity to the Manager as required. 	<ul style="list-style-type: none"> Administrative tasks are completed in a timely and efficient way with a high level of professional writing and appropriate referencing. Updates are informative and constructive.
Employee Contribution	<ul style="list-style-type: none"> Positive and constructive work environment is promoted where employees are valued. Employees adhere to the RW Code of Conduct and Ethics and Policy and Procedures. Attends Core Training and maintains all compliance requirements relevant to their role and employment with RW. To carry out other duties which may be required, requested or directed and which are within the person's capability and training to perform. 	<ul style="list-style-type: none"> Show respect and helpfulness in all interactions. Read, understand and seek clarification of Policy and procedure documents. Enrol in and complete required Core Training within required time frame. Duties are completed to expected standard as outlined by manager.
Occupational Safety and Health	<ul style="list-style-type: none"> Promote a safe and healthy working environment that complies with OSH requirements. Take a shared responsibility to ensure the safety and well-being on self and others. Utilise all protective equipment provided and as instructed. Work in a safe manner while exercising due care and caution. 	<ul style="list-style-type: none"> A "Safe work" culture operates within Richmond Wellbeing. Documentation is maintained as per the Policies and Procedures and is accurate, legible and concise.

Employee Requirements	
Skills	<p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> • Ability to manage own workload with good time management and organisational skills. • Conflict resolution skills. • Excellent written and oral communication skills. • Ability to work collaboratively as part of a cohesive and creative team in a multi-cultural, inclusive setting. • Contemporary understanding of mental health and alcohol and other drug issues. • Ability to influence and shape organisational culture. • Knowledge of Rainbow Tick standards.
Knowledge and Qualifications	<p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> • Minimum 5 years' experience in the LGBTI field along with tertiary qualification. • Other mental health specific qualifications relevant to the role. • Current Drivers' License. • Current National Police check.
Attitude	<ul style="list-style-type: none"> • Positive attitude towards people experiencing mental distress. • The ability to live RW values in all workplace tasks and interactions. • Pro-active individual who is enthusiastic and committed to upholding RW values and principles.
Experience	<p><u>ESSENTIAL</u></p> <ul style="list-style-type: none"> • Demonstrated experience in self-directed networking. • Experience in working with LGBTI communities in a way that facilitates sustained effective engagement. • Knowledge and practice of working in a culturally appropriate and culturally secure way. <p><u>DESIRABLE</u></p> <ul style="list-style-type: none"> • Awareness of project management principles and change management. • Lived experience of mental health recovery or as family members of people with a lived experience of recovery.