

Position description

Position title	Diversity, Equity, Inclusion and Belonging Lead
Department / Division	Organisational Development / People and Culture
Classification	Grade 8 Year 1 – Grade 8 Year 5 AO81 – AO85
Position reports to	Director Organisation Development
No. of direct & indirect reports	Nil
Location	The Royal Children's Hospital, Flemington Road, Parkville
Risk category	Category C - works in a non-clinical setting, non-patient facing setting and only attends clinical areas infrequently

The Royal Children's Hospital
The Royal Children's Hospital's (RCH) vision is <i>a world where all kids thrive</i>. RCH is located within the Melbourne Biomedical Precinct, with more than 45 world-class biomedical organisations and more than 50,000 of the brightest minds working together to make the Precinct number one in the Asia Pacific region for health, education, research, and training. Within this, RCH is also a cornerstone member of the Melbourne Children's Campus, partnering with Murdoch Children's Research Institute, The University of Melbourne Department of Paediatrics and The Royal Children's Hospital Foundation. Each organisation contributes to a paediatric academic health centre which is greater than the sum of its parts. RCH has cared for the children and young people of Victoria for more than 150 years since it was founded in 1870. A full range of paediatric and adolescent health services are provided plus tertiary and quaternary care for the most critically ill and medically complex patients in Victoria. Tasmania, southern NSW and other states around Australia and overseas. The RCH is the only provider of heart transplant services and CAR T-cell therapy for paediatrics in Australia. RCH is an effective advocate for patients and their families with a particular focus on vulnerable children and increasingly, mental health in young people. The hospital also supports many health promotion and prevention programs. The Hospital has more than 6,000 staff, a budget of \$850M, 12 wards and 350 beds. Annually, the RCH has 300,000+ Specialist Clinic appointments, 90,000+ Emergency Department presentations and 20,000 elective surgeries. We work collaboratively with hospitals to deliver the right care, in the right place, at the right time. The RCH is committed to the Child Safe Standards https://www.rch.org.au/quality/child-safety/. RCH enjoys high employee engagement and is committed to staff safety and a positive culture through enactment of our Compact. Further information on RCH is available at www.rch.org.au

ROLE CONTEXT

This position plays a significant role within the RCH and the People & Culture Division and positioned in the Organisational Development (OD) team. The RCH has an aspiration to nurture and grow an inclusive, safe and positive workplace culture that is underpinned by our values and characterised by civil and respectful behaviour. The OD team supports that vision by designing and delivering development initiatives for leadership; culture; employee experience; diversity, inclusion and belonging; and education & training.

ROLE PURPOSE

The Diversity, Equity, Inclusion and Belonging (DEIB) Lead will provide exceptional functional leadership, be responsible for the design and hands-on delivery of a range of strategic and operational initiatives that support and promote equity, inclusion and belonging. The role identifies evidence-based approaches that improve the workplace experience for team members with diverse needs and provides expert advice to senior leadership on embedding inclusion and equity in organisational practice. This is achieved through strong consulting, influencing and co-design capabilities to deliver sustainable, meaningful change. The role supports the Royal Children's Hospital's commitment to ensuring every team member feels seen, included, safe and valued by leading the implementation of DEIB strategies and action plans. Current strategic priorities for enhancing inclusion and belonging at the RCH include (but are not limited to) developing and embedding our DEIB Strategic Plan and our Disability Action Plan, supporting the Innovate Reconciliation Action Plan, LGBTIQA+ strategy, and managing our Gender Equality Plan. This role will help to align and connect these discrete pieces of work. Applying an intersectional lens to this work will allow us to consider how inequality can be compounded by disadvantage or discrimination, which are then experienced by people because of intersectional factors (for example: age, gender, disability or ethnicity). The role drives measurable progress against these organisational priorities while also ensuring compliance with relevant legislation.

KEY ACCOUNTABILITIES

Leadership / Strategy:

- Manage development of the RCH DEIB strategic plan and communication plans and initiatives
- Research, benchmark and drive the development of innovative DEIB frameworks and approaches that align with better practice and legislative requirements.
- Leverage relevant internal and external data to monitor progress and inform employee experience improvement initiatives.
- Lead the co-design, development and implementation of the RCH DEIB strategy, operational plans, and policy.
- Provide expert advice and insights and develop options and recommendations to identify and address systemic barriers to inclusion.
- Develop written materials for internal and external audiences to promote the RCH's diversity and inclusion work.

Administration:

- Manage the Delivery of Action Plans outcomes
- Co-design and implement other DEIB action plans, which include (but not limited to): Gender Equality, Cultural and Linguistic Diversity, Disability, and LGBTIQA+ groups. Ensure alignment across different plans and projects.
- Collaborate closely with P&C team members, and other stakeholders who are integral to implementation of the plans.
- In partnership with Executive Sponsors and other leaders, provide coordination and administrative support for relevant committees and working groups.
- Manage leaders and teams in embedding inclusion and belonging initiatives in line with the overarching P&C strategy
- Make sound recommendations to senior management based upon evidence and better practice on required improvements or adjustments to plans.
- Manage the delivery of the Organisational Development components of all DEIB plans.
- Monitor and evaluate the implementation of all Action Plans.

KEY ACCOUNTABILITIES <i>continued</i>
Quality • Manage the delivery of all Gender Equality Act obligations • Provide the required reporting to the Gender Commissioner on progress in timeframes required; and take responsibility for reporting on key performance indicators. • Ensure that the RCH is meeting its requirements to conduct Gender Impact Assessment of policies, programs and services that have a significant impact on the public/consumers. • Complete reporting requirements for external audiences such as the Department of Health and relevant Commissions. • Participate in the hospital's accreditation and quality programs as required. Stakeholder Management • Work with the Director of OD, and the Executive Director of P&C to manage delivery of RCH's Gender Equality Action Plan (GEAP) actions. This includes forming multidisciplinary project teams to implement initiatives. • Develop comprehensive reports on DEIB outcomes for executive leadership. • Design and deliver communication strategies and create high-quality materials for diverse audiences including executive briefings, policy documents and community reports. • Manage and deliver events in the RCH's DEIB Calendar, including collaborating with other organisations across the Melbourne Children's Campus.
QUALIFICATIONS AND EXPERIENCE
Essential • A tertiary qualification in a related field, e.g., Diversity, Organisation Development, Human Resources • Many years' relevant experience in diversity and inclusion in large complex organisations • Demonstrated data management and analysis skills, particularly with large datasets • Extensive experience and skill in diversity and inclusion issues and ability to apply these in an organisational context Desirable • 2+ years' experience delivering against Gender Equality Act requirements • Health sector or experience in a complex public sector setting
KEY SELECTION CRITERIA
• Highly developed planning, project management and organisational skills, and the ability to prioritise projects and work within timeframes to meet deadlines • Proven experience in leading DEIB programs at a strategic and operational level, and the ability to work well as a senior team member. • Demonstrated self-starter possessing initiative and the ability to work under broad direction, and with a high degree of autonomy • Excellent organisational and planning skills with the ability to prioritise workload and competing demands. • Excellent written and verbal communication skills, with the ability to convey complex information clearly and succinctly to diverse audiences, including senior management. • Professional maturity demonstrated through highly developed interpersonal skills, cultural sensitivity and the ability to work across diverse stakeholder groups • Influencing and negotiation skills and the ability to present a strong case to gain support for initiatives • Collaborative orientation - the ability to work effectively with a range of staff to achieve positive outcomes • Resilience and energy to manage a large workload and discern the high impact items to prioritise • Well-developed ability to solve problems and work through complex issues, and create an environment for continuous improvement • Ability to work as part of a team to deliver on project/program goals

OTHER REQUIREMENTS

- Employees are required to undertake a National Criminal Record Check and a Working with Children Check prior to commencing employment
- Employees are required to maintain a valid Working with Children Check throughout their employment
- Employees are required to maintain compliance with RCHs "Staff Immunisation - Prevention of Vaccine Preventable Diseases" procedure.

IMPORTANT INFORMATION

All employees are required to adhere to the Royal Children's Hospital Values:

- Curious - We are creative, playful and collaborative
- Courageous - We pursue our goals with determination, ambition and confidence
- Inclusive - We embrace diversity, communicate well, build connections and celebrate our successes together
- Kind - We are generous, warm and understanding

RCH COMPACT

All new and existing employees commit to the RCH Compact to contribute to a strong and respectful culture.

- We do better work caring for children and families when we also care for each other
- I bring a positive attitude to work – I share, I laugh, I enjoy other's company
- I take responsibility for my behaviour and its impact on others
- I am curious and seek out ways to constantly learn and improve
- I celebrate the good stuff, the small stuff, the big stuff – it all matters
- I speak up when things aren't right
- I value the many different roles it takes to deliver great patient care
- I actively listen because I want to understand others and make better decisions
- I am inclusive and value diversity
- When it comes to teamwork, I don't hold back – I'm all in

QUALITY, SAFETY AND IMPROVEMENT

RCH employees have a responsibility and accountability to contribute to the organisation's commitment to Quality, Safety and Improvement by:

- Acting in accordance and complying with all relevant Safety and Quality policies and procedures
- Identifying risks, reporting and being actively involved in risk mitigation strategies
- Participating in and actively contributing to quality improvement programs
- Complying with the requirements of the National Safety & Quality Health Service Standards
- Complying with all relevant clinical and/or competency standards
- Complying with the principles of Patient and Family Centred Care that relate to this position

The RCH is committed to a diverse and inclusive workforce. We encourage applications from Aboriginal and Torres Strait Islander people, people from culturally and/or linguistically diverse backgrounds, all members of the LGBTQI community and people with disability.

Position description last updated

24 June 2026