

JOB TITLE:	DEI & Culture Coordinator
DEPARTMENT:	Domestic Human Resources (DHR)
JOB HOLDER:	New Position
REPORTS TO (JOB TITLE):	Head of Domestic Human Resources
JOB STATUS:	0.5 FTE (18.75 hours per week worked over 4 - preferable, but flexible)

JOB PURPOSE

To lead and coordinate MSF Australia's Diversity, Equity, Inclusion and Belonging (DEIB) and cultural development initiatives, ensuring alignment with MSF's strategic priorities, global DEI commitments, and fostering an inclusive, equitable, and respectful workplace environment.

DIMENSIONS

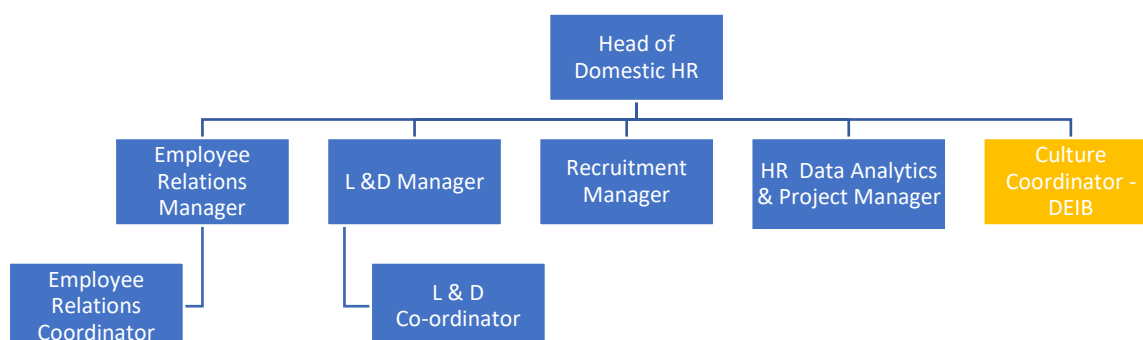
No direct reports

Budget : Minimal budget accountability <\$50,000

Collaboration with DEIB Committee, HR, L&D, Employee Relations, and international DEI focal points as required

Role contributes to organisational compliance and cultural safety efforts across all departments

ORGANISATIONAL STRUCTURE



DATE:	
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CONTEXT

MSF Australia has identified DEIB and organisational culture as strategic priorities requiring dedicated coordination and action. These efforts were previously managed by a volunteer committee, limiting effectiveness and long-term integration. This new role ensures sustained focus and internal capability to embed DEIB and inclusive culture across HQ and international workforce contexts.

ACCOUNTABILITIES

- Lead the planning, implementation and review of DEI initiatives across MSFA as DEIB Chair - including admin and project management of DEIB committee initiatives
- Provide expert advice on inclusion-related employee relations (ER) matters
- Collaborate with L&D to integrate DEIB principles into training and development
- Coordinate and Lead DEIB-related events, activities, and recognition initiatives
- Support policy reviews and development through a DEIB lens
- Monitor external DEIB trends, legislative changes, and MSF international policies
- Serve as a focal point for DEIB queries and guidance within MSFA
- Report on DEIB progress, outcomes, and metrics to inform strategy and compliance
- Coordinate and run DEIB committee meetings, take minutes, and manage activity planning
- Oversee DEIB-related components across HR, including recruitment, exit processes, and policy development (e.g., procurement)

KEY PERFORMANCE INDICATORS

- Development and launch of an MSFA DEI Action Plan within 6 months Integration of DEIB content into L&D programs by Q3 2025
- Coordinate At least 8 DEI/culture engagement activities delivered annually
- Regular reporting on DEIB and culture metrics, aligned with WGEA, RAP, and internal priorities
- Demonstrated increase in staff engagement and inclusion (via survey results or feedback)
- Produce Monthly DEIB newsletter published, sharing events, resources, policies and tips
- Timely delivery of reporting of DEIB metrics and briefings on DEIB initiatives
- Completion of foundational review of DEIB plan and gap analysis by Q3 2025

DATE:

CHALLENGE & CREATIVITY / DECISION-MAKING

- Navigating complex ER and inclusion issues while maintaining trust and psychological safety
- Balancing global MSF DEI direction with local context and resourcing
- Influencing behaviour and cultural change without formal authority over line managers
- Prioritising initiatives with greatest impact given finite resources
- Coordinating across teams to integrate DEIB into HR, procurement, and L&D while building ownership and reducing reliance on the DEIB committee
- Translating DEIB survey results into practical recommendations that gain buy-in from leadership and staff
- Managing expectations for visible cultural change with limited budget or external support

KNOWLEDGE, SKILLS & EXPERIENCE

- Tertiary qualifications or equivalent experience in HR, organisational development, social sciences, DEIB or related field
- Strong knowledge of DEI principles, practices, and relevant legislation
- Experience designing and implementing workplace culture and/or inclusion strategies
- Understanding of ER/HR frameworks, with the ability to navigate sensitive workplace issues
- Lived experience (in any aspect around DE&I) would be a positive in applications for the role.
- Excellent facilitation, communication, and stakeholder engagement skills
- Project management and committee coordination experience
- Proven ability to deliver organisational communications such as newsletters, reports and event coordination
- Familiarity with Reconciliation Action Plans (RAPs), Disability Action Plans (DAPs), and anonymous reporting mechanisms
- Experience working in complex, values-driven or cross-cultural environments desirable

COMPETENCIES

- Commitment to MSF's humanitarian principles and values
- Cultural awareness and sensitivity
- Emotional intelligence and sound judgement
- Collaborative and consultative working style
- Initiative, persistence, and the ability to work independently
- High integrity and discretion, particularly in dealing with sensitive issues
- Systems awareness in embedding DEIB across varied organisational functions
- Ability to lead without authority and build influence across a diverse workforce

DATE:	
Signed: (Job Holder)	
Signed: (Manager / Director)	