POSITION OF HEAD OF DIVERSITY & INCLUSION

Community Business, a Hong Kong based charity, is looking for a HEAD OF DIVERSITY & INCLUSION based in Hong Kong.

Community Business

Community Business is a unique membership based non profit organisation whose mission is to lead, inspire and support businesses to continually improve their positive impact on people and communities. Community Business provides training, facilitation and advice to some of the world's leading companies in Corporate Social Responsibility (CSR) and its major areas of focus include CSR strategy and policy, corporate community investment and diversity in the workplace. Founded in 2003 and based in Hong Kong, Community Business currently works with a number of organisations, small, medium and large, committed to CSR. For more information, visit www.communitybusiness.org

Purpose of the Role

Community Business has established its reputation as a leader in the field of diversity and inclusion in Asia. As part of its mission to lead, inspire and support businesses to improve its positive impact on people and communities, Community Business conducts research, facilitates networks and events, conducts campaigns and provides training and advice on this subject. As Community Business looks ahead, it is looking for an outstanding individual who can build on the success to date and take the organisation forward.

The objectives of the role include the following:

- To drive and maintain Community Business' position as a thought leader in diversity and inclusion in Asia.
- To be the public face of Community Business' diversity and inclusion work in terms of representing, championing Community Business' work externally.
- To develop and execute the diversity and inclusion strategy of Community Business.
- To develop, direct and deliver revenue-generating projects for Community Business related to diversity and inclusion and in line with the Community Business mission.
- To lead, motivate and support the Diversity Team - ensuring we have an empowered and confident workforce able to perform at the highest levels.
- To develop a business model that enables Community Business to expand and scale up its diversity and inclusion work in Asia.
- To drive the strategy and facilitate Community Business' DIAN Networks in Asia.
- To manage, oversee and develop strong relationships with external stakeholders, including member companies, partners, government bodies, NGOs and the media.
- To be responsible for the diversity and inclusion budget for Community Business and its contribution to Community Business overall.
- To be an active and trusted member of the Community Business management team.

Description of the Role

This is a high profile, strategic role that requires an individual with significant leadership experience, vision and passion. It is an ideal role for someone who has solid and proven private sector experience, a passion for the subject of diversity and inclusion and an understanding and commitment to the Asia region. It is a full time position, based in Hong Kong, reporting directly to the CEO and/or Board of Community Business.

Selection Criteria

This role requires a high-calibre individual with the following skills and competences. The following competencies are essential for the role and any prospective candidate must be able to demonstrate all of these:

Competency	Definition
Upholding Standards	Behaving ethically, maintaining confidentiality, and honouring commitments.
Articulating Information	Giving presentations, explaining things well, and feeling confident meeting new people.
Pursuing Goals	Being driven to achieve outstanding results, being ambitious, and persisting through difficult challenges.
Directing People	Being oriented towards a leadership role, coordinating people, and taking control of things.
Developing Expertise	Learning about new things, learning quickly, and learning through reading.
Valuing Individuals	Showing consideration, being tolerant, and trusting people.
Documenting Facts	Communicating well in writing, understanding the logic behind an argument, and establishing all the relevant facts.
Conveying Self Confidence	Being self-confident, feeling in control of own future, and having a balanced sense of own worth.

The following competencies are also important:

Competency	Definition
Making Decisions	Making quick decisions, taking responsibility for big decisions, and having definite views on issues.
Inviting Feedback	Being receptive to feedback from others, encouraging others to criticize approach, and showing desire for feedback on performance.
Taking Action	Making things happen, getting things started, and being energetic.
Producing Output	Working at a steady pace, being busy, and multi-tasking.

Terms & Conditions

This is a full time role, reporting directly to the Board of Community Business. The individual is required to be based in Hong Kong and work from the Community Business office in Sheung Wan. Starting date is as soon as possible, but is negotiable. The salary ranges is HK$45,000 to HK$75,000 per month commensurate with skills and experience.

Application Procedure

Please send your curriculum vitae (resume) together with a cover letter explaining the extent to which you meet the selection criteria. Applications that do not include a relevant cover letter will not be considered.

Please reply to MS SHALINI MAHTANI at Shalini@communitybusiness.org with "APPLICATION FOR HEAD OF DIVERSITY & INCLUSION POSITION" in the subject line. Deadline date: 31 January 2012. Please note that faxes and posted letters will not be considered. Due to limited resources, Community Business will only contact short listed candidates.

Short listed candidates can expect to hear from Community Business by 15 February 2012. Initial interviews will take place virtually with the current Head of Diversity & Inclusion who is based in the UK. Further interviews will take place in Hong Kong with the Community Business Board.

At Community Business we embrace diversity and are an equal opportunity employer.