**Job Profile comprising Job Description and Person Specification**

**Job Description**

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| **Job Title:** Equality, Diversity and Inclusion Programme Manager | **Grade**: PO6 |
| **Section:** Human Resources | **Directorate:** Resources |
| **Responsible to following manager:** Organisational Development Manager | **Responsible for following staff:** N/a |
| **Post Number/s:** | **Last review date:**  |

**Working for the Richmond/Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose**

To lead on work to improve the experience of diverse staff within the SSA and representation of all groups at all levels, with a particular focus on Black, Asian and Minority Ethnic staff in our workforce.

**Specific Duties and Responsibilities**

1. To develop and lead on the delivery of an organisation-wide Ethnicity Action Plan (linking closely to the wider ED&I action plan), to improve the experiences of Black, Asian and minority ethnic staff in our workforce and to work towards BAME groups being proportionately represented at senior management levels.  This may include:
2. Encouraging and upskilling managers to talk to their teams about ethnicity
3. Developing and/or commissioning learning to upskill the workforce to understand and confidently and sensitively talk about issues around ethnicity
4. Designing or commissioning development programmes to support BAME staff to progress
5. Working with the Recruitment function to ensure that recruitment processes encourage applications from BAME individuals for vacancies at all levels, and that applicants are treated fairly
6. Developing or identifying a means for staff to raise concerns about racism
7. Developing an approach to communications to ensure all staff are aware of actions and progress
8. To work with the Chief Executive, who is the organisation’s Executive Sponsor on race, to scrutinise planned changes and activities, advise on areas of concern and provide information.
9. To collaborate, challenge and work with senior colleagues to develop a culture of inclusive leadership and accountability.
10. To create a psychologically safe environment to support the holding of conversations about ethnicity across the organisation, recognising the differences that exist in the different Directorates and services within them.
11. To collect, evaluate and analyse quantitative and qualitative data regarding ethnicity and other protected characteristics to identify areas of concern and relevant actions to address these.
12. To co-ordinate the newly formed Board of Reference on Black Lives Matter to ensure representatives from across the organisation are involved in the planning of organisational actions to address inequalities experienced by Black colleagues.
13. To work closely with the HR Business Partner for each Directorate to understand and address Directorate-specific ED&I issues, including attending the ED&I Directorate group meetings.
14. To attend and play an active role in the Equality, Diversity and Inclusion (ED&I) Forum, providing information, opinion and advice regarding ethnicity and other protected characteristics.
15. To develop and maintain strong working links with the organisation’s Race Equality Network and Black Workers’ Group as well as the other Staffing Equality Groups (LGBT and Allies Group, Staff Disability Action Group and Women’s Network).
16. To develop and maintain a strong network within the organisation and more widely with other Local Authorities and relevant organisations in order to collaborate on activities and learn from the experience of others.
17. To actively engage in continuous professional development and learning to ensure the organisation’s actions on ethnicity and ED&I are at the forefront of best practice.
18. To deputise for the Organisational Development Manager as appropriate.

**Generic Duties and Responsibilities**

* To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
* To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
* To adhere to security controls and requirements as mandated by the SSA’s policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems
* To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.
* To understand both Councils’ duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the council.
* The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

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| **Job Title:**  Equality, Diversity and Inclusion Programme Manager | **Grade**: P06 |
| **Section:** Human Resources | **Directorate:** Resources |
| **Responsible to following manager:** Organisational Development Manager | **Responsible for following staff:** N/A |
| **Post Number/s:** RWRHR100 | **Last review date:** August 2020 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

* **Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.
* **Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.
* **Being positive.** Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

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| **Requirements** | **Assessed by A &**  **I/ T/ C \*** |
| **Knowledge**  |
| In-depth knowledge and understanding of the lived and work experiences of staff based on their protected characteristic(s).   | **A/I/T** |
| In-depth understanding of the Equality Act 2010 and Public Sector Equality Duty. | **A/I** |
| Understanding of responsibilities of Children’s Act 2004 in relation to safeguarding children, young people and vulnerable adults as it applies to this role within the Councils  | **A/I** |
| **Experience** |
| Proven experience of delivering a diversity and inclusion strategy, including identifying, developing and implementing successful initiatives to improve outcomes including those of BAME staff.  | **A/I** |
| Experience of planning, agreeing and successfully implementing programmes of work with clear deliverables using appropriate project management techniques and methodologies.  | **A/I** |
| Experience of identifying, developing, delivering, evaluating and commissioning equality, diversity and inclusion training.  | **A/I** |
| Experience of successfully developing and implementing ED&I policies, practices and procedures  | **A/I** |
| **Skills**  |
| Excellent interpersonal skills and the ability to build relationships with internal and external colleagues at all levels, including when handling sensitive or contentious issues and to appropriately challenge colleagues, including those at senior levels.  | **A/I** |
| Strong analytical skills including the ability to evaluate and analyse quantitative and qualitative data and draw appropriate conclusions.  | **A/I/T** |
| Excellent communication skills, both written and spoken, to present information and to effectively influence and negotiate with colleagues at all levels.  | **A/I** |
| Effective organisational and prioritising skills  | **A/I/T** |
| Flexibility to adapt work and activities as organisational priorities evolve.  | **A/I** |
| Excellent IT skills to use Office 365 applications effectively.  | **A/T** |
| Acts in line with the SSA’s Values and Behaviours of being ‘Open’, ‘Supportive’ and ‘Positive and Helpful’.  | **A/I** |
| **Qualifications** |
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* **A – Application form/ CV**
* **I – Interview**
* **T – Test**
* **C - Certificate**