

JOB DESCRIPTION

Job Title: Directorate & Section/Unit: Reporting to: Responsible for:	HR Operations Partner – Equality, Diversity and Inclusion. HR, OD and Engagement - Recruitment Team Manager Recruitment and Talent Management. N/A
Salary Grade: DMA Management Level: * DMA Span of Control (Direct Reports): *	P03 – 2 year fixed term contract. Frontline 0

Purpose of job:

- Lead the implementation and embedding of the Council's equality, diversity and inclusion strategy with the objective of devolving ownership and accountability across the Council through the new EDI governance structure.

Main Activities & Responsibilities:

- Ensure there is a strategic focus applied to equality, diversity and inclusion (EDI) across the Council and that the agreed approach is implemented effectively.
- Facilitate, advise and influence the Strategic Diversity Leadership Group and the Directorate Equality Groups which feed into the strategic group.
- Support, develop and train the equality, diversity and inclusion champions and ensure the sustainability of this devolved model once this centralised fixed term contract role ends.
- Embed the transfer of equality, diversity and inclusion activities to the broader workforce.
- Provide corporate oversight of equality duty compliance and manage the process of devolving this responsibility.
- Responsible for the development and implementation of policies and processes including Equality Impact Assessments (EIAs), public sector equality duty compliance and in particular the three duty aims within the Equality Act 2010.
- Take a data driven approach to measure and report on workforce diversity, delivering key insights to the Council and recommend areas for development.
- Work with service leads and the EDI governance structure to identify, develop and oversee progress against Statutory Equality Objectives. Ensuring that there is a future process in place for this to be carried out by the broader workforce in the future when this interim role ends.
- Development and implementation of defined corporate equality, diversity and inclusion initiatives such as the data collection programme and devolvement of the Equality Impact Assessment process.
- Take ownership for directing the implementation of relevant Equality and Diversity legislation, statutory instruments, codes of practice and national to local level government initiatives.

- Supporting and enabling our managers and employees to drive inclusion across the Council and provide subject matter expertise about equality, diversity and inclusion to stakeholders at all levels across the Council. Act as a central reference point for information, advice and sign posting on equality and diversity legislation and good practice.
- Act as a HR service consultant in the resolution of equality, diversity and inclusion providing a single source of contact.
- Raise the profile and awareness of Equality and Diversity through effective training and promotional activities.
- Ensure corrective action (including reasonable adjustments) is taken and targets are set to address inequalities and unlawful discrimination and harassment identified through monitoring and staff/community feedback.
- Build Senior Manager relationships, networks, and full knowledge of the service areas.
- Be the main 'super user' for the relevant HR Systems used in connection with equality, diversity and inclusion and in particular for the EIA system. Work with relevant system owners/client managers to ensure the system remains fit for purpose.
- Be visible for the relevant service areas/managers - seen as the 'go to' person for equality, diversity and inclusion insight and advice.
- Work closely with line managers and other key users to develop their knowledge and use of relevant approaches in relation to equality, diversity and inclusion and engage with them on new approaches.
- Regularly engage with the relevant service managers, making sure they are held accountable for equality, diversity and inclusion initiatives, helping to embed an inclusive high performing and productive culture.
- Work across the business to develop management capability in respect of equality, diversity and inclusion. This will involve producing communications, running workshops and getting customer feedback.
- Ensure there is Council representation at relevant regional and national bodies and ensure statutory equality objectives are met.
- Create a dynamic working relationship with relevant senior managers, implement human resources practices and recommend creative alternatives to meet business needs.
- Monitor our SLA and KPIs to ensure we are providing the best service possible, holding the service to account where targets are not met.
- Accountable across the Council, you will be expected to operate to an exceptional level at all times working with pace and tenacity, ensuring employees and line managers receive the 'best in class' service.
- Assist in delivery of change from design strategy to implementation.
- Complete assigned special projects to accomplish HR & OD goals and objectives.
- Demonstrate standards of performance (ownership, teamwork, communication, compassion) that support service satisfaction and principles of service excellence.

Generic Accountabilities:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake other such duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the job and/or as detailed in the Directorate's Health and Safety Policy.

- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Council's Equality and Diversity Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the Directorate and the County Council as well as maintaining constructive relationships.

Internal: Elected Members, Directors, Heads of Service, Senior Managers, Senior Management Teams, Managers & Staff across all directorates, Project Staff, Colleagues.

External: External partner organisations, peers in other local authorities and other agencies.

Additional Information:

- The Council reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equality Act.

Author: Sabrina Jackson

Date: August 2021

Date of grading confirmation:

* **WCC is aiming towards a 5 level management organisational structure with level 5 being the Chief Executive.**

PERSON SPECIFICATION

Job Title: HR Operations Partner – Equality, Diversity and Inclusion
Directorate & Section/Unit: HR, OD and Engagement – Recruitment
Salary Grade: P03 – 2 year Fixed term contract

EXPERIENCE:

It is **essential** that the post holder has:

- Substantial experience of developing and implementing equality, diversity and inclusion approaches, preferably within a public sector environment.
- Substantial experience of successfully implementing new equality, diversity and inclusion initiatives from conception through to design and implementation.
- Substantial experience of change management and project management in relation to equality, diversity and inclusion.
- Substantial experience of providing high quality and relevant equality, diversity and inclusion services.
- Significant experience of influencing senior managers and other influential stakeholders within a multi-faceted complex environment.
- Substantial experience of working in a busy HR or other relevant team, offering advice and guidance to managers and employees on best practice equality, diversity and inclusion solutions, being mindful of internal policies and procedures and employment legislation.
- Significant experience in working on equality, diversity and inclusion projects.
- Significant experience of influencing and achieving buy in to ideas and actions at a senior level.
- IT literate with experience of MS Office as well as other equality, diversity and inclusion systems and applications.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Expert knowledge and understanding of equality, diversity and inclusion approaches and how to implement them effectively.
- Expert knowledge of diversity in the workplace and the ability to encourage inclusive practices and employee engagement.
- Excellent interpersonal and communication skills with the ability to relate to, engage and influence various stakeholders without authority.
- A passion for creating a great people experience, embedding diversity & inclusion and a desire to make a significant contribution/impact.
- Excellent stakeholder engagement skills both internally and externally.
- Ability to manage own time, large workloads and be able to prioritise tasks.
- Ability to confront and manage difficult issues, resolve complex problems and manage conflict effectively and overcome resistance.
- Creative, forward-thinking approach, able to innovate and problem solve, removing obstacles when needed and making data informed decisions.
- Strong organisational skills and being well prepared.
- Ability to work with confidential information.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder has:

- A post graduate qualification in HR or other disciplines or equivalent compensatory experience.
- Relevant equality, diversity and inclusion qualification is desirable but not essential. Appropriate experience will be accepted as an alternative.
- Evidence of continued professional development.

ADDITIONAL INFORMATION

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