**LONDON BOROUGH OF LEWISHAM**

**JOB DESCRIPTION**

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| Designation: | Equality Diversity and Inclusion Manager  | Grade: | PO6 |
| Reports to (Designation): | Head of HR | Grade: | NJC |
| Directorate: | Chief Executive | Section: | HR |

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**Main Purpose of the job:**

* **Supporting the development, implementation and embedding of an equality, diversity and inclusion (EDI) strategy and action plan across the London Borough of Lewisham (LBL)**
* **Working with the Organisational Learning team to commission work that will train and develop Council staff to engage with and integrate the principles and practice of EDI into their everyday work to achieve a positive, equal and open culture.**
* **Promoting the Council’s aspiration to increase equality as part of the vision of creating a Borough of inclusiveness where everyone shares in its success**
* **Advising on the people management aspects of the EDI strategy and action plan, including ensuring LBL is recognised as an employer that applies principles of fair selection and promotion.**
* **Supporting the Council in ensuring compliance with relevant legislation (e.g. Public Sector Equality Duty)**

**Summary of Responsibilities and Personal Duties:**

**Provide specialist and expert advice, guidance, challenge and support to leaders and transform the Council’s work on equality, diversity and inclusion (EDI) matters, ensuring compliance with statutory duties, reporting obligations, and pursue best practice as a local government organisation and employer.**

This will include:

1. Ensure that LBL is fully informed of EDI legislation and supports compliance by developing best practice tools and procedures.
2. Ensure that the Council’s workforce EDI policy is up to date, fit for purpose and reviewed on a regular basis. Contribute to the policy review process to ensure that sufficient account is taken of the EDI impact on all policies.
3. Support the Executive Management Team (EMT) and wider leadership group in the development of the EDI strategy, action and improvement plans.
4. Support staff groups, which fall under protected characteristics, including but not limited to: ethnicity, race, disability, gender, or sexual orientation (e.g. LGBTQ, BAME and Disability forums).
5. Provide expert advice, updates and briefings to EMT, managers, staff and other key stakeholders on changes in Equality and Diversity related legislation, policy and best practice.
6. Work with the communications team to deliver internal and external awareness raising campaigns, including celebration of achievements in the arena of EDI by the Council
7. Lead and/or support a virtual team assembled when necessary to address an EDI issue(s).
8. Monitor equalities performance and compliance with legislation, producing an annual equality report in collaboration with HR’s Management Information team.
9. Report to relevant boards and leadership groups on progress with the EDI action plan and performance.
10. Guide and oversee the analysis of information relating to under-represented groups, to support and encourage a diverse group of applicants for advertised posts.
11. Work with the HR recruitment team to ensure policies and processes of recruitment and selection meet EDI standards of fair selection: throughout the HR lifecycle from first employment onwards.
12. Assist with the commissioning, development and delivery of EDI training and facilitated workshops for our staff in consultation with the Organisational Learning Team
13. Advise on the access to service needs of vulnerable groups and those with “protected characteristics”
14. Work collaboratively, building strong, professional working relationships with external suppliers and other partner organisations who will be resourcing EDI activities; striving to achieve best value
15. To commission effectively and manage third party support for specific aspects of work according to where an EDI related project has reached or needs to reach, in accordance with Council Standing Orders and Financial Regulations, making best use of resources.

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Internal Contacts: These include: Chief Executive, Assistant CEO, Director of Law, Head of HR, Executive Directors, Senior Managers and their people.

To carry out the duties of the post with due regard to the Council’s Dignity at Work Policy and core values.

All employees are required to participate in a performance appraisal scheme and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves, colleagues and members of the public.

All employees are required to comply with LBL’s digital security and use policies, adhering to GDPR requirements for remote and office working

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to making reasonable adjustments for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

**Number of partially managed staff:** None. The role will involve working across and within Directorates and/or functions, matrix working on occasions and leading programmes of work as necessary.

**JOB TITLE:** Equality Diversity and Inclusion Manager (Fixed Contract Posts) **POST NO:**

**DEPARTMENT:** Law Governance and HR  **GRADE:** PO6

Note to Candidates

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

**Equality & Diversity**

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community **S1**

Understanding of how equality and diversity relates to this post **S2**

Commitment to implement the Council’s Equal Opportunities policies as EDI lead

Ability to demonstrate commitment to the principles of equality in employment and service delivery

# Knowledge

An understanding of local government, and the challenges of implementing an EDI strategy within the local political context

Extensive knowledge of methods and techniques to manage and influence behavioural and cultural change relevant to EDI **S3**

Knowledge of models, tools and techniques applied to EDI

A working knowledge of achieving EDI changes and improvements and the know-how to support our people in navigating through the change(s) **S4**

Up-to-date knowledge of relevant legislation relating to issue of equality, diversity and inclusion **S5**

# Aptitude

*Good Mathematical ability* – can calculate using basic mathematical skills mentally or with the assistance of a calculator, and can read an eXcel of similar spreadsheet, making sense of pre-calculations and numeric data.

*Excellent verbal reasoning* – can apply verbal logic, express articulately orally or in writing, and interpret others’ written work accurately and constructively

# Skills

**(Skills can only be used as shortlisting criteria if the skill is to be tested)** (**To Be Tested** – **S)**

Able to work as a consultant/trusted co-operative partner (and coach/mentor where required)

Influential and persuasive communicator, with high level of written and verbal communication skills, with a track record of fostering and sustaining partnerships **S6**

Able to work collaboratively across boundaries and achieve results through others at all levels

Skilled in applying EDI principles: with capacity to work with varied levels of acceptance of EDI principles and practice.

Strong group process skills and a working knowledge of group dynamics; with a practical understanding of (e.g.) drivers of team and organisation performance

Ability to design workshops relevant to stages reached in an EDI initiative for change/improvement

Strong facilitation skills for workshops, meetings and other learning where deployed

Can adopt an innovative approach to complex situations to generate new perspectives, react positively to problems and develop practical and effective solutions that meet the aims of the change

Good, practical understanding of internal communications required for promoting and embedding EDI, liaising effectively with Internal Communications personnel **S7**

Able to use digital technology, including Microsoft Teams and other conferencing software. **S8**

Good practical grasp of data management software, including Excel spreadsheets, and ability to interpret data for management information purposes **S9**

Can design methods and a model for monitoring and analysing EDI compliance across the Council.

# Experience

Extensive experience of successfully delivering EDI projects which improve engagement with and acceptance of the principles and practice of inclusion **S10**

Demonstrable experience of influencing and delivering EDI interventions in a large complex organisation; working through typical stages of change to achieve intended outcomes **S11**

Excellent record of engaging with a wide range of colleagues: building and maintaining productive working relationships to achieve change

Extensive experience of working with a range of EDI tools and techniques to facilitate change

Experience of facilitating and leading EDI change project teams and employee groups, including workshops to develop understanding and best practice in applying EDI legislation and principles

Proven experience of proactively working on own initiative, under pressure to tight timescales, managing, organising and prioritising workload

Able to work on unresolved, sometimes ‘messy’ issues

Politically astute

# General Education

Membership of relevant professional organisation (e.g. CIPD, BPS, HCPC,) preferred but not essential if can demonstrate the other criteria of this Job Specification.

Education to Diploma/Undergraduate degree.

Can show evidence of relevant vocational/extra-curricular training in relevant topics related to inclusion (e.g. courses in law relating to EDI, people change, facilitation, Stonewall’s Diversity Champions programme, MIND courses, BAME leadership, etc.)

# Personal Qualities

An inclusive team player but also able to work discreetly and independently where necessary.

Ability to work in and lead a small team/virtual Teams where necessary

Flexible, innovative and creative approach

Demonstrates strong commitment to public services and local democracy

Has high degree of integrity: with respect for issues of confidentiality

Shows resilience and toughness under pressure

Demonstrates strong interpersonal and networking styles

Shows high drive for achieving outcomes

# Circumstances

Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.

**DBS Disclosure Required? No Basic Enhanced**

x

(Tick as appropriate – guidance available from your HR Advisor)

**Physical**

Generally candidates must meet the standard Lewisham requirements for the post. Reasonable adjustments will be made for disabilities. At present, due to Covid 19, the role will be carried out remotely, unless otherwise agreed. Once restrictions are lifted, the post-holder would be expected to visit other sites in the Borough from their Lawrence House base and/or home.