

## Job Description

Job Title: Equality, Diversity and Inclusion Business Partner (maternity cover)

POSCODE: CCC2499

Grade: P4

### Overall purpose of the job

Based in the People and Culture Service, the Equality, Diversity and Inclusion Business Partner will lead the delivery of our EDI strategy and action plan, ensuring it is embedded across the Council with support and accountability through Senior Managers and Council Members.

They will act as a critical friend, coordinating internal activity and leveraging partnerships so that we challenge people across the organisation to embed EDI in all aspects of the Councils' operations, ensuring inclusion by design across all activities and making this relevant and meaningful to every employee.

The role requires strong strategic planning and programme management capability, with responsibility for analysing workforce and community data, identifying risks and opportunities, and reporting progress to key committees and groups. The post holder collaborates widely across corporate teams—such as People services, Workforce policy and Wellbeing, Learning and Development and Communications.

### Main accountabilities

1.	<p><b>Strategic Agenda</b></p> <p>Lead the Councils Equality, Diversity and Inclusion (EDI) agenda with the aim of mainstreaming EDI throughout the organisations culture, workforce management, workforce practices, service provision and community engagement, embedding inclusivity at the heart of our organisations ambition and plans.</p> <p>Lead on the implementation of the EDI strategy action plan. Lead the preparation, distribution, monitoring and maintenance of the EDI action plan and road map, working with colleagues across the Council who have responsibility for aspects of this work. Escalating and resolving outstanding actions to a successful completion.</p>
2.	<p><b>Expert Advice</b></p> <p>Provide critical challenge to the leadership team, coordinating internal activity and leveraging partnerships so that we challenge people across the organisation to embed EDI in all aspects of the Councils operations, ensuring inclusion by design across all activities and making this relevant and meaningful to every employee.</p> <p>Act as a source of professional advice and expertise, developing and acting upon specialist knowledge, best practice, and current approaches in EDI, including to services working</p>

	<p>directly with communities, as well as our corporate teams, such as Learning &amp; Development and Communications.</p> <p>Find creative solutions to complex organisational EDI matters, demonstrating an understanding of the impact and complexities of stakeholder and partnership arrangements applicable to both specific business areas, and the wider organisation. Act as a 'critical friend' to the Council in a business partner capacity.</p> <p>Establish and develop trusted relationships with the senior leadership team, influencing all leaders and managers to consider and be able to articulate how EDI influences the way that they lead and commission the services that their teams deliver.</p>
3.	<p><b>Community Focus</b></p> <p>Using the area profile information generated by the Policy, Performance and Intelligence and Communities Team, analyse and translate those requirements to ensure that workforce needs are mapped and work with internal partners to ensure that our workforce policies and practices mirror the community approach.</p> <p>Map internal activity and partnerships so that they can be clearly described and understood across each organisation and facilitate cross team working to collaborate on linked areas of activity and interest.</p>
4.	<p><b>Organisational Working Groups and Forums</b></p> <p>Chair the EDI Working Group, ensuring their work is robust and effective, and that agreed action plans are developed, monitored and delivered on. Positively challenge the organisations to set ambitious goals to advance the agenda with pace.</p> <p>Provide guidance on ways of working and governance for any EDI network (IDEAL), helping them to achieve maximum impact and achieve cultural change across all diversity strands. Work collaboratively with the staff EDI network (IDEAL) and peer support groups to support them to run their own activities and events.</p> <p>Establish and oversee a network of EDI Champions, ensuring they provide an effective link between teams/departments and the EDI Leadership Forum, as well as offering signposting and support to staff as appropriate.</p>
5.	<p><b>Policy Development and Review</b></p> <p>Work with colleagues to ensure Council-wide and service specific policies reflect our commitment to equalities, diversity and inclusion. Collaborate with, advise and support other corporate support teams to ensure the Councils strategies, policies and processes contribute to effective EDI management and delivery.</p> <p>Work with colleagues in People and Culture to develop robust and effective organisation wide EDI employment policies and processes to be embedded throughout.</p> <p>Work with the Learning and Development Team to make sure that good quality learning and training tools are developed and accessible to all staff and are reviewed regularly to take account of developments and new ways of thinking.</p>

	<p>Ensure that Equality Impact Assessments (EqIA) are effectively used throughout the organisations and provide guidance to managers on the comprehensive completion of EqIAs.</p> <p>Work closely with colleagues within People and Culture to design and implement inclusive recruitment practices and inclusive leadership development as well as an attraction strategy that supports the attainment of a diverse and inclusive workforce.</p>
6.	<p><b>Performance Reporting</b></p> <p>Analyse available data on EDI workforce performance, making recommendations for improvement as appropriate. Provide regular reports to the EDI Leadership Forum identifying risks and opportunities for continuous improvement.</p> <p>Support the Council to build and retain a reputation for EDI as an employer, service provider and community leader. This includes benchmarking the Councils' ongoing performance, developing, and implementing continuous improvement plans, and enabling the Councils to achieve formal recognition or accreditation for their EDI work, where appropriate.</p> <p>Work with colleagues in the Policy, Performance and Intelligence Service to track and review metrics, targets, and analytics to understand and track progress against EDI actions and commitments.</p>
7.	<p><b>Communications and Engagement</b></p> <p>Provide expert insight and advice on the delivery of EDI-focussed internal and external training, events, and communications. Collaborate with managers and staff across the Councils to ensure our non-EDI focussed internal and external training, events, and communications demonstrate due regard for EDI.</p> <p>Promote robust EDI initiatives that deliver sustainable change. The post holder will also support insight generation from staff to support meaningful plans that improve engagement and morale.</p>
8.	<p><b>Mentoring</b></p> <p>Provide mentorship and support to the EDI Network and line management to the Equality, Diversity and Inclusion Team, as well as creating and facilitating opportunities for mentorship. Create and deploy a clear framework for reverse mentoring, complete with rules of engagement and clearly defined roles.</p>
9.	<p><b>Environment Commitment</b></p> <p>Ability to contribute to our organisational commitment to becoming a Net Zero organisation by 2030.</p>
10.	<p><b>Safeguarding Commitment</b></p> <p>We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.</p>

## Person Specification

### Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Degree or equivalent level of experience	Any discipline relevant to the role (examples include but are not limited to; Equality, Diversity and Inclusion Management, Chartered Institute of Personnel and Development (CIPD), Employment Law, and Community Cohesion)  <b>or</b> Evidence significant experience demonstrating expertise in the field including continued professional development	<b>Essential</b>
Higher degree and/ or professional Qualification	Relevant to the role	Desirable

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
<b>Knowledge</b> Equality, Diversity & Inclusion and how to embed this in a large organisation	Knowledge and experience of developing and implementing strategies, frameworks, delivery structures, tools and policies that have had a meaningful and visible impact on organisational success in relation to EDI.	Essential
	Ability to demonstrate a thorough understanding of equal opportunities and how EDI matters and effects our workforce and the communities we serve, including practical consideration of intersectionality and community cohesion.	Essential
	Deep understanding of EDI legislation and best practice and its application in policy.	Essential

Programme Management	Leading on alignment of policies with delivery, designing strategy and converting these into targets, plans and action and to put in place the organisational needs and project arrangements to ensure the achievement of the objectives.	Essential
Change management	Good understanding and experiences of change management processes and of overcoming the associated challenges they present.	Essential
Knowledge of service delivery	Robust knowledge of the frameworks and processes required to facilitate EDI strategy and service delivery within multiple audiences and partners.	Essential
Political and Environmental Awareness	An awareness of the workings of local government, the challenges and opportunities currently facing local authorities including the changing needs of citizens and communities.	Desirable
Legislation and Regulatory Framework governing Local Authorities	Knowledge and Understanding of the legislative and regulatory framework within which Local Authorities operate.	Desirable
<b>Skills</b>		
Communication and interpersonal Skills	Excellent interpersonal skills with an ability to relate to a wide range of audiences in a manner that inspires respect, trust and confidence with evidence of strong negotiating, networking, advocacy, oral, written and presentation skills.	Essential
Decision making	Ability to identify risks, anticipate issues and understand and assess a broad range of highly complex facts and information and be willing to exercise professional judgement where opinions may differ, or there is no obvious solution, or risk is present in all approaches	Essential
Engaging Others	The ability to convey a shared sense of purpose and direction, enabling staff and others to engage with, understand and contribute to the successful delivery of the Councils' EDI objectives.	Essential
Collaborative working	Evidence of working across boundaries (both internally and externally), understanding different points of view and working with others to balance these	Essential

	and to identify and move to practical and appropriate solutions.	
Influencing Outcomes	Ability to engage successfully with senior stakeholders to achieve desired outcomes. Able to demonstrate awareness of business and organisational sensitivities and reflect this in approaches to resolving issues and problem solving	Essential
Budget Management	Experience of managing budgets. This could include selection and management of consultants/contractors.	Desirable
<b>Experience</b>		
Organisational Change management	A proven track record of influencing organisational culture at a senior level.	Essential
Leadership	Evidence of highly inclusive leadership style with successful outcomes for staff and the organisation. Experience in providing strategic advice and influencing key decision-making.	Essential
Creative Thinking	Evidence of having developed innovative / and practical solutions for a problem or situation.	Essential
Innovation	Appropriately challenging conventional wisdom and introducing approaches which have not been used before in the organisation to solve problems or improve the way a service is delivered. Proven track record of leading major campaigns aimed at changing perceptions and behaviours on EDI issues and challenges.	Essential
Strategic Planning and Delivery	Strong track record of planning and delivering successful programmes and projects across organisational boundaries, with particular focus on EDI issues and delivering on EDI legislation	Essential
Relationship Management	Experience of developing strong and effective relationships across and beyond the organisation. Experience of building credible networks and partnerships.	Essential

Training Delivery	Proven experience of training design and delivery, workshop facilitation and coaching on EDI related issues.	Desirable
Net Zero (applies to all roles).	Ability to contribute towards our commitment of becoming a net zero organisation.	Essential

#### Disclosure level

What disclosure level is required for this post?	<b>None</b>	Standard
	Enhanced	Enhanced with barred list checks

#### Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	<b>Hybrid</b>	Field	Remote	Mobile
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