

Job Description

Job Title: Equality, Diversity and Inclusion Advisor
Reports to: EDI Business Partner
POSCODE:
Grade: P2

Overall Purpose of the job

The EDI Advisor supports the EDI Business Partner and the organisation to progress EDI activity and embed best practice across all areas of the Council. They will advise, devise and lead of EDI projects, ensuring all voices are listened to and using data to inform their approach. They will contribute to policy work, including proposals, papers and briefings. The EDI Advisor will undertake specific operational and strategic activities, as well as project work and must be able to support and collaborate with colleagues across the organisation.

Strategic agenda

- Support the delivery of the Council's Equality, Diversity and Inclusion (EDI) agenda with the aim of embedding EDI throughout the organisations culture, workforce management, workforce practices and service provision.
- Contribute to the delivery and monitoring of the Council's Equality Strategy action plan, support the activity, escalating and resolving outstanding actions to a successful completion.

Policy and practice

- Provide guidance and support to managers on the effective completion of Equality Impact Assessments (EqIA).
- Work with the EDI and HR Business Partners to develop robust and effective organisation wide EDI policies and processes to be embedded throughout.
- Work closely with colleagues within HR Services to support in the design and implementation of inclusive recruitment practices and inclusive leadership development.

Working with others

- Support the network of EDI Contacts by acting as a source of guidance and advice as well as signposting and by establishing regular opportunities for peer support and discussion.
- Work with the EDI Leadership Forum and Working Group to engage staff in shaping interventions, providing feedback, implementing change and celebrating successes whilst collaborating with key groups.

Advisory work

- Act as a source of professional advice and expertise, developing and acting upon specialist knowledge, best practice, and current approaches in EDI.
- Provide advice and support on emerging themes and EDI matters to various stakeholders, escalating when appropriate to the EDI Business Partner.

Empowering others

- Develop guidance and a learning culture to raise staff awareness, understanding and confidence to speak about EDI in their work.
- 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.

Analysis & Reporting

- You will incorporate a data-driven approach into your way of working to help lead, influence and drive change.
- Advise on the analysis and interpretation of data, identify trends and test solutions, present results and put forward recommendations to support the resolution of issues and support decision making.

Person Specification

Qualifications, knowledge, skills and experience

| <i>Qualifications Required</i> | Subject |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Degree or equivalent level of experience | <p>Any discipline relevant to the role</p> <p>or</p> <p>Evidence of significant experience including continued professional development or significant experience demonstrating expertise in the field</p> |

| <i>Identify</i> | <i>Describe</i> | <i>Essential/ Desirable</i> |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Knowledge | | |
| Equality, Diversity and Inclusion | 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 |
| | Expertise on the Equality Act 2010 and an understanding of best practice models for EDI and cultural change. | Essential |
| | Knowledge and experience of conducting Equality Impact Assessments (EqIA). | Essential |
| Programme/Project Management | <p>Experience of managing projects through to completion and evaluation.</p> <p>Ability to work independently and collaboratively in multi-disciplinary teams.</p> | 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 |
| Skills | | |
| Data analysis | A data driven mindset and experience of using insights to inform EDI strategy and action planning. | |

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|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 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 |
| 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 and to identify and move to practical and appropriate solutions. | Essential |
| Experience | | |
| Training Delivery | Proven experience of training design and delivery, workshop facilitation and coaching on EDI related issues. Experience of facilitation and delivering presentations. | Desirable |

Disclosure level

| | | |
|--------------------------------------------------|-------------|----------------------------------|
| What disclosure level is required for this post? | None | Standard |
| | Enhanced | Enhanced with barred list checks |

Work type

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|-------------------------------------------------------------------------------------------------------------------------------|-------|---------------|-------|------|
| What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible) | Fixed | Hybrid | Field | Home |
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