

Hertfordshire County Council

Job Outline



JOB TITLE: Equality and Diversity Officer
GRADE: H8
REPORTS TO: Workforce & Development Manager
TEAM: ACS, In-House Services
DEPARTMENT: Adult Social Care (ACS)

Purpose of the Job

Work with the Workforce & Development Manager to support a range of D&I initiatives and projects around the equality and diversity agenda and support the work of the Diversity & Inclusion Board.

The post-holder will support the provision of effective strategy implementation and execution across In-House Services (Supported Living, Short Breaks and Day Opportunities)

Main Areas of Responsibility

Provide support to Community and Specialist Services in the coordination and delivery of specific projects in collaboration with our ACS Diversity & Inclusion (D&I) Board work programme.

Undertake an audit and implement subsequent action plan on key D&I policies such as recruitment panels. Design and deliver practical events to share organisational development guidance; good practice and implement initiatives from the ACS D&I board.

Work with heads of service and senior managers across In-House Services to agree annual service plan targets and D&I monitoring approach. Responsible for logging current D&I work and producing an annual internal D&I report for Community and Specialist Services.

Produce proposals relating to career progression; apprenticeships and continuing professional development to support accelerated staff development to reduce inequalities over time, through positive action.

Act as a service link with ACS D&I Board and work closely with Human Resources & Organisation Development colleagues. With appropriate guidance from the Workforce & Development Manager, perform a Business Partner role, providing D&I advice to managers within Community & Specialist Services.

Person Specification

Please provide a supporting statement which includes examples and evidence of when you have demonstrated the attributes listed below.

You will be expected to address each point separately and in the order listed.

If you do not complete a full supporting statement in the requested format, your application may be rejected.

The ideal candidate will have a passion for leading diversity, equality and inclusion with the view to making a meaningful impact on how we operate. The ability to communicate and influence confidently to a range of stakeholders is critical, as is an eye for detail and excellent organisational skills. The candidate, with our support, will be required to strive for further professional development by seeking out and engaging in training and development opportunities on offer.

Experience and Knowledge

- Comfortable analysing information and organising it into a variety of formats independently (briefs, plans, reports)
- Confident in organising key events and meetings
- Communicating confidently with a variety of stakeholders on complex ideas and solutions, with a creative approach to keeping D&I at the forefront
- Confident in conducting independent desk-based and on-line research and awareness of relevant information sources.
- Can deliver work under pressure and comfortable with tight deadlines
- Knowledge of the council's Diversity & Inclusion Strategy and wider legislation
- Ability to work alone whilst acting as a critical friend to senior managers and stakeholders.

Skills and Abilities

- Excellent interpersonal skills with ability to network, develop positive relationships, motivate and create enthusiasm with people at all levels within HCC and partner organisations- working closely with senior management and operations.
- Ability to draw out key points from data/information and clearly summarise findings
- Ability to use email, Word, Excel, PowerPoint and other commonly used IT packages to analyse, collate, present and disseminate data and information
- Self-starter and drive to use own initiative, work independently, manage own time and workload and understand personal impact on the success of departmental programs
- Confident communicator (verbal/written) and a natural influencer

Diversity and Inclusion

Hertfordshire County Council is committed to making inclusion part of our DNA, both as a large employer of people and as a provider and commissioner of services.

We strive to positively promote diversity and inclusion across the delivery of services and within our workforce. We want everyone at work, regardless of their background, identity or circumstances to have a sense of belonging to the organisation. We want all employees to feel valued, accepted and supported to succeed at work and reach their full potential. Our Diversity and Inclusion Strategy is available on the internal intranet or from your line manager.

Health and Safety

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

Additional Information: Code of Practice on the English Language Requirements for Public Sector Workers

Public Authorities must ensure that all members of staff in customer facing roles, whatever their nationality or origins, are able to communicate the English language fluently with the general public, verbally and in written format (access needs will be met for those with a disability)