

JOB TITLE: Public Health Diversity & Inclusion Manager
GRADE: M3
REPORTS TO: Head of PH Business & Corporate Services
TEAM: PH Business Support
DEPARTMENT: Public Health

Purpose of the Job

You will be responsible for driving the successful implementation of HCC's [internal](#) and [external](#) diversity and inclusion (D & I) strategies within the Public Health directorate.

This is high-profile role, leading on the delivery of a key priority for HCC through embedding strategies that seek to improve diversity and inclusion outcomes for the workforce within the department, and public health services to the public.

As part of the role you will work closely with, influence and hold to account the chair and members of the Public Health Diversity & Inclusion Board (PH DIB), and the wider Public Health team.

You will ensure that the Public Health diversity and inclusion action plans are clearly defined, tracked and have robust governance in place to ensure delivery by the relevant action owner, as well as identifying new actions that need to be undertaken.

The role will include working with the HCC Diversity & Inclusion team and other colleagues / teams to deliver changes to existing processes and culture as well as promoting relevant training and communications.

You will also work closely with colleagues, especially within the commissioning team, to advise and support on ensuring accessibility of services to Hertfordshire residents.

Main Areas of Responsibility

- Develop and deliver effective workforce (internal) and service (external) diversity and inclusion action plans within Public Health, including regular reporting to the Public Health Diversity & Inclusion Board (PH DIB) and the Public Health Management Board (PHMB)

- Drive the diversity and inclusion agenda within Public Health, monitoring progress against the corporate objectives, taking action where needed, and delivering tangible benefits to PH staff
- Keep up to date with diversity and inclusion issues, trends and best practice and act to embed them in the service
- Identify training requirements and source/deliver training to address those needs
- Liaise corporately to ensure that Public Health contracts and other agreements contain the appropriate range and level of equality, diversity and inclusion (ED&I) requirements
- Support the procurement of new services by a developing a minimum requirement to meet our expectations and requirements, and assessing the ED&I content of tenderers' bids
- Develop frameworks and approaches to support the inclusion of ED&I into contract monitoring arrangements
- Support the completion and review of Equality Impact Assessments (EqIAs), both within the department and for commissioned services to ensure they are sufficiently robust
- Manage complex projects and action plans from beginning to end to deliver business improvement, culture change and organisational development
- Make effective use of project management and business improvement tools and techniques such as robust business cases, stakeholder analysis and communication and risk management strategies to ensure delivery
- Manage projects that involve a more complex approach to change management and risk management
Develop strong working relationships with stakeholders and colleagues to ensure a customer focussed approach

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

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.

- Educated to Degree Level and/or have equivalent experience
- An understanding of the public sector and local government environment and the legislative and policy drivers behind equality, diversity, and inclusion
- Experience of promoting and furthering the diversity and inclusion agenda with skill, conviction, and diplomacy
- Experience of advising senior managers on equality and diversity issues
- Highly developed communication and consulting skills and the ability to adapt these to meet the needs of a wide range of stakeholders in a complex environment

- Proven ability to work collaboratively with colleagues, senior managers, and partners formally and informally with a focus on delivery of positive outcomes for workforce and service users
- Experience of negotiating, influencing, and resolving conflict
- Track record of identifying D & I requirements, formulating action plans and delivering them successfully
- Experience of developing and reviewing Equality Impact Assessments (EqIAs)
- Good understanding of data and ability to understand, use, manipulate and present data in a variety of ways to evidence diversity and inclusion outcomes
- Able to provide clarity and clear objectives in ambiguous environments
- High level of initiative
- Ability to prioritise and proactively manage a large workload in the context of competing demands.

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).