|  |  |
| --- | --- |
| **Job Description andPerson Specification**  |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.****Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.**  |

**SECTION A: Role Profile**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title** | Equality and Diversity Advisor | **Post No** | RE665 |
| **Directorate** | Resources |
| **Division** | Human Resources (Equality and Diversity) |
| **Band and Salary**  | Band E£35,745 – £41,418 per annum. Incremental progression is subject to performance. |
| **Responsible to** | Head of Equality and Diversity |
| **Location** | Council House, Solihull |
| **DBS Check**  | Not Applicable |

|  |
| --- |
| **Role Purpose** |
| To work with the Head of Equality and Diversity and relevant Director(s) in the effective delivery of embedding equality, diversity and inclusion across the Council and within directorates. This will include work on building stronger and cohesive communities, partnership working, consultation and engagement with the community or groups representing the borough.To work proactively with leaders and staff at a Directorate level to drive equality, diversity and inclusion improvements and change across the Directorate to respond positively and promptly to the diverse needs of staff, the services they deliver and the communities they serve. To provide high quality advice and assistance in the development, management and delivery of directorates E&D action plans, targets and initiatives. |

|  |
| --- |
| **Role Responsibilities** |
| * To provide informed and timely advice, guidance and information to SMBC senior leaders and managers on equality and diversity trends, data and emerging issues and then translate this information into identifiable actions.
* Support services across the Council to meet the Council’s duties and responsibilities relating to the PSED and embedding these into day to day practices.
* Assist in all aspects of embedding Equality and Diversity into directorates that will include providing direct support to Directors, the Head of HR, nominated Directorate Equality and Diversity Leads and Equality Champions. This will include the delivery of specific workshops to educate and raise awareness on equality issues.
* Lead meetings, design and deliver presentations, and produce concise briefings and regular reports on E&D Issues as required at a corporate and/or directorate level.
* Assist in the effective delivery of performance management of equality and diversity at a Directorate Level that includes attending DLTs, and writing reports as required.
* Develop and provide an input into relevant E&D training, learning and development opportunities, facilitation of workshops for managers, staff, elected members, and internal and external partners. This can include the design and delivery of training, information and equality forums or the development of e learning modules or other methods and materials for learning and development.
* Provide support and advice regarding the completion of the Council’s equality impact assessments (referred to internally as Fair Treatment Assessments) including undertaking a quality assurance role.
* Contribute to the development of staff and community consultation and engagement. This will include the setting up, running or supporting of staff networks.
* Undertake and contribute to the development of research and intelligence on the diverse community profile and needs at a corporate and directorate level.
* Conduct research and liaise with relevant teams, partners and organisations on demographic trends, best practices and benchmarking on equality and diversity. This can include managing the collection of a range of information and processing, analysing, interpreting and summarising data for use by others.
* Respond or assist with responses on council enquiries, complaints and compliments from a wide range of people at all levels that will include the general public, elected members, or MP’s.
* Provide initial advice and signpost staff to the Council’s relevant policies, practices and support information on complaints of discrimination or disadvantage
* Develop or assist in sourcing, procuring and commissioning external providers responsible for developing or providing a range of appropriate services and resources to respond to the needs of the diverse population in Solihull. For example, the interpretation and translation service.
* Undertake the management of contracts relevant to the corporate equality and diversity work.
* Assist in identifying opportunities for funding to build the capacity of new or existing voluntary or community groups in relation to equality, diversity and inclusion.
* Work with collaboratively with Human Resources to develop and support appropriate systems for collecting and analysing equalities monitoring data.
* To develop or maintain constructive relationships with relevant internal and external bodies on equality, diversity and inclusion matters
* To develop and manage content for a high quality, regularly updated, corporate equality web page and internal website.
* The post holder will also be required to undertake additional duties as determined by the Head of Equality and Diversity.
* Any other appropriate duties as and when required.
 |

**Section B: Person Specification**

A = Application, I = Interview, T = Test, P = Presentation C = Certificates

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Relevant degree (or equivalent) in related area such as Equality and Diversity, Discrimination Law, Public or Social Policy, Communities etcORAble to demonstrate relevant specialist knowledge through extended experience and training on Equality, Diversity and Inclusion. | Further relevant qualification/s e.g. postgraduate certificate or diploma in Equality, Diversity & Inclusion, Human Rights, Human Resources, Law, Immigration, Business Management, Psychology, Social Policy etc  | A, C, I |

|  |  |  |  |
| --- | --- | --- | --- |
| **Experience & Knowledge** | Comprehensive knowledge and experience of interpreting and applying the Equality Act 2010 and its statutory duties and best practice at an operational level on in Equality, Diversity and inclusion. | Demonstrable understanding of Human Rights legislation and frameworks | A, I, P |
| Professional experience gained with a track record of working in a large, complex and fast paced organisation with multiple stakeholders on equality, diversity and inclusion matters |  | A,I |
| Proven experience of analysing and interpreting statistical and management information to draw conclusions and make realistic and relevant recommendations in relation to equality and diversity issues. |  | A, I, P |
| Experience in staff and community engagement and partnership working |  | A,I |
| Experience of effective planning and project management skills. |  | A,I |
| Experience in developing, delivering and evaluating training, forums, presentations, workshops, consultations. |  | A,I |
| General knowledge and experience of conducting equality impact assessments and translating to others | Extensive knowledge and experience of undertaking equality impact assessments and undertaking quality assurance of assessments | A,I |

|  |  |  |  |
| --- | --- | --- | --- |
| **Skills & Abilities** | Able to demonstrate a commitment to advancing equality, diversity, inclusion and equity in their approach to their work and motivation |  | A,I |
| Effective interpersonal skills, particularly to assist in bringing about change through influence, negotiation and collaboration. |  | A, I, P |
| Ability to communicate sensitive and complex information verbally and in writing with a wide range of people at all levels, both internally and externally, including effective report writing and presentation skills. |  | A, I, P |
| Proactive, self-motivated and able to work on own initiative and motivate others.  |  | I |
| Effective organisational and time management skills including the ability to prioritise own workload, meet targets and tight deadlines, and work well under pressure. |  | A, I |
| Able to apply an analytical and innovative approach to create novel solutions to problems and develop improved work methods. |  | I |
| Can maintain personal effectiveness and resilience by managing or adapting in the face of setbacks or when dealing with challenging situations and behaviours |  | I |
| Effective IT and social media skills and expertise using data bases, social media and Microsoft Office Packages, including Excel, Word, Outlook and Powerpoint (or equivalent). |  | A, I, P |

|  |  |  |
| --- | --- | --- |
| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high quality service to meet customer, organisational and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all.  | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality. You value openness and listen carefully to understand the views of others. You promote the values of diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect.  | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your work and you use your initiative to deliver. You are accountable for your own performance and development and you take responsibility for your actions and decisions. | Interview |

|  |  |
| --- | --- |
| **Compiled/Reviewed by** | Karen Grant |
| **Date** | October 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.