

RUGBY BOROUGH COUNCIL

JOB PROFILE

Post No.**Post Title:** Corporate Equality and Diversity Adviser**Unit/Team:** Equality & Diversity**Grade:** G**Service:** Legal & Governance**Reports to:** Legal & Governance**Issue Date:** January 2024

PURPOSE OF THE JOB

As the Council's Corporate Equality and Diversity Adviser, working proactively to support, advise and lead on the development and implementation of the Equality and Diversity strategies and action plans across the organisation.

Work with internal and external partners as a source of expertise to promote and embed equality into council activities.

To work with the Council's Leadership Team to ensure action plans are delivered corporately to maintain the Excellent Standard and compliance with Legislative and Statutory requirements.

To be a member of the Council's Management Team and be a lead within this team in respect of Equality & Diversity.

To act as a Deputy for the Council's Children and Adults Safeguarding champion and attend relevant groups and meetings to represent the Council in conjunction with the Lead Officer.

Effectively demonstrate the impact of the Council's work in respect of E&D

1. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- 1.1 To manage, develop and deliver the Equality, Diversity and Inclusion Strategy, associated action plans and activities.
- 1.2 To work with Leadership Team, Elected Members and external partners as a source of expertise to promote and embed equality, diversity and inclusion across the Council.

- 1.3 Manage the Equality, Diversity and Inclusion Steering Group and other networks to ensure compliance with statutory requirements and work towards best practice in equality, diversity and inclusion performance.
- 1.4 Provide specialist advice to the Council in complying with its statutory equality duties and identify areas where further action could reduce any disadvantage, discrimination or exclusion for residents, customers, staff or any other stakeholders.
- 1.5 To produce performance management information for equality, diversity and inclusion including developing objectives and using targets and performance indicators to monitor progress.
- 1.6 Lead on the implementation of positive initiatives and planning projects to improve the experience of different groups.
- 1.7 Support and advise the Council's Leadership Team and Councillors to proactively champion, implement, monitor and report on the Council's policies for equality and diversity, ensuring the organisation meets its legislative and statutory obligations. This shall include emerging law, guidance and best practice.
- 1.8 Actively engage with key external partners and internal teams and colleagues to co-ordinate activity which ensures the integration of equality and diversity through the service planning cycle.
- 1.9 Design processes and documents for management reporting; gather and co-ordinate management information, the data and intelligence necessary to monitor and assess progress.
- 1.10 Provide expert advice, guidance and support to the Equality & Diversity Group Steering Group and Portfolio Holder to promote commitment and mainstreaming of equality and diversity.
- 1.11 Act as a lead officer to service areas to support their work to embed equality and diversity objectives and fulfil their responsibilities in achieving the Council's statutory duties. Specifically: -
- 1.12 To work to embed the Equality Analysis of Impact Process; to identify outcomes from these, and assist with equality objectives in the service planning cycle Lead and provide professional advice on equality impact assessments
- 1.13 Promote good practice to meet national equality standards and frameworks, in order to improve access, equality of opportunity and wider participation, taking account of research, analysis, data feedback and consultation with stakeholders.
- 1.14 Research, prepare and disseminate documents or other communications to ensure equality of opportunity forms a key part of all the Council's strategy, planning, delivery, monitoring and evaluation processes.

- 1.15 Actively engage in collaborative working with external partners and agencies to ensure cohesion between partner plans and efficient/effective development and delivery of Council provision, to maximise resources and funding opportunities.
- 1.16 Provide expert advice, guidance and support to the corporate Learning and Development function including the promotion of diversity and staff awareness; and the design of learning and development activity. To take part in delivery of training and development programmes in conjunction with the Human Resources and Committee Services teams, report on current and future learning and skills priorities to meet the equality and diversity agenda.
- 1.17 To keep up to date with national and regional equality and diversity developments, including legislation, and implementing local solutions as appropriate.
- 1.18 Provide on-going training for staff and Councillors for the purpose of induction and regular Equality refresher training in line with the Council's training and Development plan.
- 1.19 To be a member of the Council's Corporate Children and Adults Safeguarding Group and act as a deputy to the Council's Lead Children and Adults Safeguarding Champion. To raise awareness across the organisation on Warwickshire's Children and Adult Safeguarding policies and action plans.
- 1.20 Supporting the Chief Officer Communities and Homes in relation to the engagement of communities in accordance with the Council's Corporate and strategic objectives towards the implementation of Area Action Plans and meeting the Council's overall Equality and Diversity objectives.

2. OTHER DUTIES AND RESPONSIBILITIES

Any other reasonable duties as requested by your manager, in line with your skills and knowledge.

3 SUPERVISORY RESPONSIBILITIES

None

4. FINANCIAL RESPONSIBILITIES

- In conjunction with the Chief Officer Legal & Governance, the management of Equality and Diversity capital and revenue budgets.
- Authorising Purchase Orders and approving invoices for E&D services in accordance with financial regulations and delegated limits of expenditure.

5. RESPONSIBILITY FOR ASSETS AND DATA

Data Protection Equalities Data – (staff and external customers)

6. EXTENT OF PUBLIC CONTACT

Supporting or leading upon dealing with complaints and enquiries from external customer's specifically relating to protected characteristics. Dealing with any Freedom of Information requests relating to Equality & Diversity. Working with Cllrs and the VCS and other stakeholders?

7. WORKING CONDITIONS AND ENVIRONMENT

Office based with occasional travel for meetings and conferences. Occasional attendance to the Council's Scrutiny Committee or any other committee may be required. This will be based upon specific support or items on the agenda relating to Equality & Diversity.

8. CORPORATE RESPONSIBILITIES

All staff have to act within the Council's rules and follow all reasonable management requirements. These are contained within: the Council's Standing Orders, Employment Policies, Constitution and Code of Conduct for Employees. Other documents may be introduced at times setting out rules of the Council. These will cover responsibilities and requirements for the following:

Financial Accounting
Equality and Diversity
Health and Safety
Risk Management
Anti- Fraud
Data Quality and Data Protection
Business Continuity
Major Emergency Plan
Procurement and Contract Management
Safeguarding of Children and Vulnerable Adults

Copies of the relevant rules and policy are available on the staff intranet or from your manager

In addition, all employees are expected to behave in line with our Values and Behaviours and challenge other employees whose behaviour is against our values.

9. KNOWLEDGE, SKILLS, EXPERIENCE AND QUALIFICATIONS

Refer to Person Specification attached.

Signed as agreed:

Postholder:

Date

PERSON SPECIFICATION

Post: Equality and Diversity Adviser



For effective performance of the duties of the post the postholder will be able to demonstrate that they have the skills and/or knowledge detailed in 'Essential Criteria'.

Criteria	Essential/ Desirable	Method of Assessment
Substantial experience and knowledge of working in the field of equalities and diversity	E	A&I
Commitment to equality & diversity and community cohesion, and an ability to promote this and inspire others.	E	A&I
Experience of providing advice, guidance and training on Government Frameworks (Equalities), diversity legislation & internal E&D policies	E	A&I
A good level of understanding of 'protected characteristics' in the context of the Equalities Act in order to inform/develop relevant policies	E	A&I
Project Management Skills	E	A&I
Ability to develop effective internal and external partnerships including collaborative working	E	A&I
Experience of contributing to organisations objectives and working with stakeholders to develop clear plans for embedding Equalities	E	A&I
Experience of gathering, analysing and co-ordinating management information to monitor and assess progress to promote good practice	E	A&I
Ability to demonstrate the values of the organisation internally and externally	E	A&R
Verbal Communication and influencing skills	E	A,I&R
Effectively managing own workload	E	A,I&R
Ability to travel and a willingness to work unsociable hours when necessary	E	I
Member of the Institute of Equality and Diversity Practitioners, ideally at the Professional Registration level or a commitment to achieve this professional membership.	E	D
Training course design and delivery skills	E	
Written communication skills	E	
A commitment to work within our CAN DO values	E	A, I
Facilitation skills	D	I

Knowledge of and a commitment to the national Children and Vulnerable Adults Safeguarding agenda and safeguarding regulations	D	I&A
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Application	A
Interview	I
Test (written, presentation, practical – eg word processing)	T
References	R
Documentary – eg certificates	D