



## Role Profile

<b>Role Title</b>	Senior Equality, Diversity and Inclusion Lead		
<b>Business group and team</b>	HR Policy and Employee Relations		
<b>Job Purpose Overview</b>	<p>As an equality, diversity and inclusion (EDI) expert, you will lead on the development, monitoring and review of our diversity and inclusion strategy and have oversight of its implementation to help us achieve our vision of becoming an inclusive employer of choice.</p> <p>Operating at a strategic level, you work collaboratively, both externally and internally, and provide expert advice, guidance and support to ensure our people-related outcomes are in line with the best and emerging EDI practices.</p>		
<b>Organisational position</b>	<p><i>Insert organisational chart or give brief description of where the role sits in the organisation. (To comply with our security rules, only provide the name of the job).</i></p> <pre> graph TD     D7[D7 - Head HR Policy and Employee Relations] --&gt; D6_1[D6 - Senior Policy and Employee Relations Lead]     D7 --&gt; D6_2[D6 - Senior Equality Diversity and Inclusion Lead]     D7 --&gt; C5_1[C5 - Reward and Systems Lead]     D6_1 --&gt; C5_2[C5 - Policy and Projects Lead]     D6_1 --&gt; C5_3[C5 - Employee Relations Lead]     D6_2 -.-&gt; C5_4[C5 - Talent Outreach Lead (Direct report to Head of Resourcing)]     C5_1 --&gt; C4[C4 - Senior Reward Advisor]     C4 --&gt; B3_1[B3 - Management Information and Reward Advisor x2]     C5_3 --&gt; B3_2[B3 - HR Advisor x3]     B3_2 --&gt; A2[A2 - HR Support x3]     </pre>		
<b>Date Updated</b>	23/11/20	<b>Updated By</b>	Gayle Worvill
<b>Current / Applied Grade</b>	D6	<b>Job evaluation date</b>	<b>Confirmed grade</b>
<b>JOB RESPONSIBILITIES</b>			
<p><i>Main responsibilities, focusing on the required outputs:</i></p> <ul style="list-style-type: none"> <li>• Lead on the development, monitoring and review of our diversity and inclusion strategy and action plan taking into account best practice, latest research, and staff feedback.</li> <li>• Working collaboratively across all parts of the business with senior leaders, managers, HR Business Partners colleagues and staff associations, to oversee the timely and effective implementation of the diversity and inclusion strategy and action plan, which takes a whole organisation approach to embed EDI into all we do.</li> <li>• Lead on specific diversity and inclusion initiatives within the action plan focussed on achieving our strategic objectives.</li> <li>• Working with colleagues contribute to the design, delivery, evaluation and implementation of EDI policy in consultation with HR policy leads, stakeholders, staff associations, Trades Unions and employees.</li> </ul>			



- Work with HR policy leads and senior leaders to ensure FCDO Services meets the requirements of the Public Sector Equality Duty.
- Establish governance arrangements to ensure effective engagement with key stakeholder groups including Executive Board and Deputy Diversity champions, staff association/networks leads and HR roles with embedded EDI responsibility. Ensure consistency of approach across groups and sharing of best practice.
- Establish and maintain a proactive relationship with FCDO Diversity and Inclusion and Belonging team and Civil Service networks and external organisation to share knowledge, best practice and to work collaboratively to achieve shared goals.
- Take the lead in providing deep subject matter expertise on EDI and protected characteristics, providing verbal and written briefings, updates and recommendations for good practice to drive improvements.
- Responsible for reporting progress to the Executive and Main Board on a bi-annual basis. Including leading on the production and continuous improvement of our diversity dashboard; used to monitor progress, to inform policy development and identify areas of focus for D&I activity.
- Lead on facilitating the Wellbeing Steering Group, Executive board EDI discussions and other forums as appropriate.
- Identify and manage memberships with external bodies that will support us to achieve our strategic objectives, ensuring the output of the memberships represents value for money.
- Act as the lead for Cabinet Office initiatives.
- Working with the Communications Team to develop, maintain and deliver appropriate strategic communications on EDI; including drafting of material and review of content.
- Management of diversity budget to support delivery of strategy, ensuring value for money.
- Lead on attaining, maintaining or improving accreditation/awards in promoting diversity e.g. Stonewall Index, Social Mobility Index, Disability Confidence, MIND wellbeing index.
- Build and promote equality, diversity and inclusion expertise across FCDO Services at all levels, bringing stakeholder groups together to ensure experience and learning is shared.

## KNOWLEDGE & KEY SKILLS

### *Essential:*

- Knowledge of Equality Legislation and requirements of the Public Sector Equality Duty.
- Proven track record of applying EDI subject matter expertise - with a focus on removing barriers to progression in employment and improving wellbeing for people with protected characteristics under equality legislation.
- Experience of working within an HR function to integrate EDI into functions e.g. recruitment, talent, learning and development.
- Experience of conducting equality analysis to assess the impact of policy decisions on people with protected characteristics
- Excellent project management skills and can demonstrate consistent delivery.
- Computer literate with strong Excel and analytical skills.
- Excellent communication skills with ability to communicate ideas clearly and persuasively at all levels both in writing and verbally, and to challenge constructively.

### *Desirable:*

- Previous team management experience.
- Experience of negotiating and building partnerships with Trade Union and/or staff associations.
- Understanding of Civil Service Codes, standards and working practices and how they impact on employment terms and policies.
- Past exposure to operating in a commercial environment.



<b>BEHAVIOURS</b>		
<ul style="list-style-type: none"><li>• Seeing the Big Picture</li><li>• Delivering at Pace</li><li>• Working Together</li></ul>		
<b>CRITICAL SUCCESS FACTORS</b>		
<i>Success measured and evidenced by:</i> <ul style="list-style-type: none"><li>• Delivery of key D&amp;I projects to time, quality and costs</li><li>• Staff feedback, including Your Say results on Diversity and Inclusion, BHD and wellbeing index.</li><li>• Demonstrable improvements in workforce diversity - improved levels of representation in minority groups including within technical and leadership roles.</li><li>• Gaining, maintaining or improving accreditation in promoting diversity e.g. Stonewall Index, Social Mobility Index, Disability Confidence, MIND wellbeing index</li><li>• Development of HR interventions that meet business objectives</li><li>• Lead by example in the application of HR policies</li><li>• Constructive working relationships.</li></ul>		
<b>Budget Responsibility?</b> Y	<b>If YES, how much:</b> £ 54,000 per annum	<b>If NO can they authorise payments?</b> Y
<b>Reports to: (Role Title and Grade)</b>	Head of Policy and Employee Relations	
<b>Direct Reports: (Number and grades of staff)</b>	The role will have functional responsibility and oversight of the Talent outreach role at C5 level. Additional resources under review	