

## **JOB DESCRIPTION**

<b><u>Job Title</u></b>	Equality, Diversity & Inclusion Advisor
<b><u>Reports to</u></b>	Equality, Diversity & Inclusion Manager
<b><u>Reporting staff</u></b>	None

## **Job Purpose**

To undertake a range of administration and technical support duties to ensure successful delivery of the services equality, diversity and inclusion responsibilities.

## **Generic Responsibilities/Job Family**

### *Admin support*

- To provide a wide range of administrative services which may include taking minutes for meetings, diary/travel arrangements, attending to visitors, word processing and document production.
- To be a point of contact for a Service function and provide appropriate and timely information and advice to callers.
- To undertake project tasks or more specialised administrative work relating to a specific function or department.
- To create, maintain and interrogate data systems, ensuring the integrity and safekeeping of all data.

## NOT PROTECTIVELY MARKED

<b><u>Specific Responsibilities</u></b>	
<b>1</b>	Provide a wide range of support to the Equality, Diversity and Inclusion Manager to include arranging Culture Development Committee Meetings and supporting staff network meetings, production of minutes and ensuring meeting actions are completed
<b>2</b>	Responsible for developing the content and updating of EDI information on the Service website, Connect pages and publishing communications in line with our EDI communications plan.
<b>3</b>	Support the timely completion of the EDI actions managed on Sytle. Arranging, co-ordinating and supporting the delivery of EDI training, including Induction, Code of Ethics workshops and Personal Safety workshops.
<b>4</b>	Raising Purchase Orders, paying invoices and providing support for EDI budget monitoring
<b>5</b>	Support the review and updating of equality, diversity and inclusion procedures and supporting information in line with statutory responsibility and best practice.
<b>6</b>	Gather and provide any data or information associated with the EDI activities as required, maintaining confidentiality.
<b>7</b>	Provide day to day management of the Impact Assessment process and People Impact Assessment (PIA) process, providing advice to colleagues and ensuring that PIAs are completed at the correct level and are regularly updated.
<b>8</b>	Collate EDI survey information from new starters after 6 and 12 months, reviewing and analysing reports to provide recommendations for consideration by the Equality, Diversity and Inclusion Manager.
<b>9</b>	Provide support to community engagement and positive action activities, including being involved in events and assisting with co-ordination.