

NOT PROTECTIVELY MARKED

JOB DESCRIPTION

<u>Job Title</u>	Equality, Diversity & Inclusion Support Officer
<u>Reports to</u>	Equality, Diversity & Inclusion Manager
<u>Reporting staff</u>	Equality, Diversity & Inclusion Advisor

Job Purpose

To provide dedicated contribution and support to the delivery and management of the Equality, Diversity and Inclusion (ED&I) function at DWFRS. This includes general advice and guidance, supporting the coordination of People Impact Assessments, Staff Networks and training. To provide expert advice and guidance on all ED&I matters to ensure the delivery of a professional service and effective function. To act as an ambassador for all ED&I matters on behalf of the Service.

Generic Responsibilities/Job Family

Specialist

- To effectively support the management of a key Service function with a wide range of advanced tasks and deliverables.
- To support the maintenance and validity of effective equality diversity and inclusion policies and procedures.
- To be a point of contact, providing expert knowledge, advice and guidance to colleagues within the Service, or to external partners regarding our Service, in line with Service needs and reputation.
- To represent the ED&I function at internal and external meetings, deputising for the Equality, Diversity and Inclusion Manager where required.
- To lead, manage or participate in projects related to Service development or the equality diversity and inclusion function.
- To collate and analyse available data within the Service systems and from best practice, identify trends and make recommendations.

NOT PROTECTIVELY MARKED

<u>Specific Responsibilities</u>	
1	Provide expert advice, support and guidance on Equality Diversity and Inclusion in relation to the Equality Act 2010, The Public Sector Equality Duty and People Impact Assessments, including ad hoc guidance to departments with a fair and neutral approach.
2	Support the ED&I Manager with research, data and information to review and develop ED&I policies, procedures and documents, helping to ensure alignment with changes in legislation and stay abreast of wider cultural shifts. Collate and deliver updates to the Culture Development Committee as directed, including the coordination of staff network updates.
3	Lead on the delivery of ED&I training and from induction and throughout employment lifecycle. Support with ongoing review of acquisition, consolidation and extension of learning.
4	Manage and maintain ED&I information and processes, identifying areas for improvement and extracting and using data for organisational advancement.
5	Engage with and support the development of internal staff networks and their leads. Manage ad hoc needs and identify and escalate any risks or concerns to the ED&I Manager for oversight.
6	Maintain local and regional partnerships, representing DWFRS, sharing best practice, learning and implementing good practice to offer better Services for our staff and communities.
7	Research new ways of working and provide innovative solutions to drive the progress of organisational culture.
8	Provide bespoke expert advice and support to authors of People Impact Assessments to help ensure procedures and projects are completed in a timely fashion. Coordinate the quality assurance and scrutiny of these, including the completion of actions arising because of the assessment.
9	Lead on any ED&I and culture related projects as directed including and work to achieve and maintain external accreditations such as White Ribbon.
10	Support the Service with community engagement activities including outreach projects.
11	Work with key stakeholders such as network leads, L&OD and corporate service to innovate and lead on events in line with the inclusion calendar to drive and embed inclusion across the Service.