



<b>Title</b> <i>Equalities Officer</i>	<b>Department</b> <i>Chief Executive's</i>	<b>Post Ref.</b>
<p><b>Job Purpose</b></p> <p>Develop, promote and coordinate a range of strategies and action plans to progress the Equalities agenda across the Council. Establish refreshed internal and external networks to support the Council's equalities performance and to develop a suite of policies and procedures in collaboration with key stakeholders to deliver a diverse, inclusive, accessible workplace. Act as an expert point of contact for Equality and Diversity issues and actively promote equality and diversity to enable Council to move beyond a position of legal compliance to one of community leader. This role will be pivotal in driving improvement and change across the Council's existing equalities arrangements and ensure that the Council responds positively and promptly to emerging equality issues, movements and initiatives.</p>		
<p><b>Key Responsibilities</b></p> <ol style="list-style-type: none"><li>1. To drive the development and implementation of the Council's corporate programme of equality and diversity by continuous assessment through monitoring and evaluation.</li><li>2. To lead on the implementation of accreditation schemes linked to Equality and Diversity issues such as Disability Confident, Race at Work Charter and Stonewall WEI.</li><li>3. To develop local schemes such as Proud Allies and Anti-Racism Allies and to support the self-managed groups progress their specific agendas.</li><li>4. To promote the equality and diversity agenda through the provision and maintenance of an annual events calendar to enable a planned series of events to be delivered.</li><li>5. To identify and interpret national policy where this affects the Council and identify a range of policy options assisting in the preparation, review and monitoring of the Council's corporate objectives and priorities relating to local and national equality and diversity emerging issues.</li><li>6. To provide advice and support to departments on the implementation of the Council's equalities strategy and assist</li></ol>	<p><b>Key Accountabilities</b></p> <ol style="list-style-type: none"><li>1. Work collaboratively across the organisation to implement Council's corporate equality and diversity programme.</li><li>2. Manage a continuous self-assessment process to evaluate how equality and diversity issues are being addressed and embedded across the council.</li><li>3. Lead on the production of a clear vision for the continual improvement of social inclusion, equality and diversity.</li><li>4. Ensure the provision of specialist advice and guidance to departments and for coordinating the Corporate Equalities Group, developing engagement and consultation exercises and promoting equality issues across the Council.</li><li>5. Ensure the Council is legally compliant and working to ensure we are free from discrimination, harassment or bias of any kind.</li><li>6. Supporting services and senior officers across the Council to meet our responsibilities relating to the Public Sector Equality Duty and embedding these in day to day practice as part of inclusive culture.</li></ol>	

<p>in the development of local action plans.</p> <ol style="list-style-type: none"> <li>7. Work in partnership with staff networks and involve key stakeholders to embed equality and diversity in day to day practice as part of inclusive culture.</li> <li>8. To provide appropriate, informed and timely advice, guidance and information to senior officers and managers regarding equality and diversity trends, data and emerging issues and translate this information into identifiable actions.</li> <li>9. To assist in enabling the Council to meet its responsibilities relating to the Public Sector Equality duty, equality objectives, managing timely consultation, reviews and updates as required by legislation;</li> <li>10. To co-ordinate the delivery of key objectives and targets arising from the equality strategy and related departmental plans;</li> <li>11. To collaborate on development of policies and action plans on existing and emerging areas particularly in relation to equality and diversity legislation</li> <li>12. To develop and input to relevant training, learning and development opportunities, facilitation of workshops for managers, staff, Elected Members, internal and external partners and associates.</li> <li>13. To engage with internal and external networks, promote partnership working and develop attendant guidance for the equality and diversity.</li> <li>14. To develop and manage content for a high quality, regularly updated and rationalised corporate equality web page.</li> <li>15. To carry out any other work which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.</li> <li>16. To propose, organise and attend events on behalf of the Council to promote positive action such as equality partnerships/annual events.</li> </ol>	<ol style="list-style-type: none"> <li>7. Responsible for the delivery of key objectives and targets contained in the Council's Equality Action Plan and create aligned strategies with the Council Plan, Workforce Recovery Strategy and future People Strategies through Departmental and Corporate Equalities Groups.</li> <li>8. Develop policies on existing and emerging areas of legislation particularly in relation to equality and diversity.</li> <li>9. Provide support and advice regarding the completion of the Council's Equality Impact Assessments including undertaking a Quality Assurance role.</li> <li>10. Contribute to the provision of relevant training, learning and development opportunities, facilitation of workshops for managers, staff, Elected Members and external partners.</li> <li>11. Responsible for supporting and maintaining internal and external networks.</li> <li>12. Provide specialist information and advice on current and proposed equality legislation to all Council departments to inform their policies, strategies, guidance, and working practices;</li> <li>13. Provide strategic support to the Council's nominated Equality Champion (elected member), lead officer (Service Director Customers Governance and Employees) and the self-managed staff support networks</li> </ol>
<p><b>The post holder will perform any duty or task that is appropriate for the role described</b></p>	

***Person Specification***

***Education and Knowledge***

1. Demonstrable knowledge and experience of developing an equalities agenda within a complex organisation. This is more valuable than general educational qualifications
2. Detailed working knowledge of Equalities legislation and policy development
3. Evidence of continual professional development.
4. Knowledge and experience of Microsoft Office
5. Detailed working knowledge of equality issues and their impact on workforce and communities.

***Experience***

13. Significant experience working in the equalities arena either as a service deliverer or policy maker or dealing with equality and diversity issues.
14. Ability to communicate clearly and persuasively both orally and in writing to a diverse range of individuals and groups.
15. Recent working experience of advising and supporting senior managers and elected members or their equivalent across a large, complex organisation.
16. Demonstrable experience of developing effective partnerships.
17. Recent experience of developing training programme content for both online and face to face audiences with identified mechanisms for measuring impact and defined success criteria.
18. Ability to set priorities and make appropriate decisions independently.
19. Experience of working in a political environment and an understanding of political structures, processes and priorities.
20. A good understanding of the range and uses of analytical software.
21. Ability to manage conflicting priorities and to negotiate with relevant stakeholders to maximise capacity and impact.

***Personal skills and general competencies***

6. A high level of personal drive and commitment to excellent customer care and the ability to set an example for other staff
7. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers.
8. An empathic nature and sensitivity to understanding different equality and diversity issues.
9. An ability and willingness to actively promote equality and diversity issues and the work of the council and partners.
10. Ability to make decisions and solve problems to meet operational targets, involving devising solutions and prioritising the resources available.
11. Ability to meet agreed objectives and delivery targets by the effective use of resources.
12. Ensures the Council's policies for fairness and respect are delivered including setting high personal standards.

<b><i>Role Dimensions</i></b>	
<p>22. The post holder will be responsible for strategic and operational input into the development of the Council's approach to equality and diversity under the direction of the Lead Officer and Chair of Corporate Equality Group.</p> <p>23. The post holder will be ambitious for Nottinghamshire and develop and seek agreement and buy-in to a clear vision for the continual improvement of equality and diversity in terms of employment.</p> <p>24. Whilst there is no direct line management responsibilities or budget management requirements for the postholder, the role offers significant expert support to the voluntarily managed staff support networks and will also provide elements of strategic support to the departmental equalities leads.</p> <p>25. The post holder will identify activities to support a number of national equality initiatives such as Disability Confident, the Race at Work Charter and Stonewall WEI to translate the Council's published commitment into genuine progress in terms of disability, race and LGBT+ issues to secure the Council's position as an Employer of Choice.</p> <p>26. The post holder will build and maintain strong working relationships at all levels across the Council</p> <p>27. The post holder will be responsible for liaison with key partners in relation to equality and diversity.</p> <p>28. The post holder will work with Head of HR, departmental equalities leads and the various self-managed staff support networks and groups to drive improvement and change across the Council's existing equalities arrangements.</p>	



Date September 2020