

Person Specification

Job title:	Equality, Diversity and Inclusion Business Partner	Directorate:	Corporate Services
Grade:		Service / Team:	People Operations BI & Transformation
Date:	08/01/2024	Completed by:	Rachel Blake

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Knowledge and experience of developing and implementing strategies, frameworks, delivery structures, tools and policies that have had a meaningful and visible impact on organisational success in relation to EDI.	Essential
	Ability to demonstrate a thorough understanding of equal opportunities and how EDI matters and effects our workforce and the communities we serve, including practical consideration of intersectionality and community cohesion.	Essential
	Deep understanding of EDI legislation and best practice and its application in policy.	Essential
	Leading on alignment of policies with delivery, designing strategy and converting these into targets, plans and action and to put in place the organisational needs and project arrangements to ensure the achievement of the objectives.	Essential
	Good understanding and experiences of change management processes and of overcoming the associated challenges they present.	Essential

	<p>Robust knowledge of the frameworks and processes required to facilitate EDI strategy and service delivery within multiple audiences and partners.</p> <p>An awareness of the workings of local government, the challenges and opportunities currently facing local authorities including the changing needs of citizens and communities.</p> <p>Knowledge and Understanding of the legislative and regulatory framework within which Local Authorities operate.</p>	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
SKILLS & ABILITIES	<p>Excellent interpersonal skills with an ability to relate to a wide range of audiences in a manner that inspires respect, trust and confidence with evidence of strong negotiating, networking, advocacy, oral, written and presentation skills.</p> <p>Ability to identify risks, anticipate issues and understand and assess a broad range of highly complex facts and information and be willing to exercise professional judgement where opinions may differ, or there is no obvious solution, or risk is present in all approaches</p> <p>The ability to convey a shared sense of purpose and direction, enabling staff and others to engage with, understand and contribute to the successful delivery of the Councils' EDI objectives.</p> <p>Evidence of working across boundaries (both internally and externally), understanding different points of view and working with others to balance these and to identify and move to practical and appropriate solutions.</p> <p>Ability to engage successfully with senior stakeholders to achieve desired outcomes. Able to demonstrate awareness of business and organisational sensitivities and reflect this in approaches to resolving issues and problem solving</p> <p>Experience of managing budgets. This could include selection and management of</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>

	consultants/contractors.	
EXPERIENCE	<p>A proven track record of influencing organisational culture at a senior level.</p> <p>Evidence of highly inclusive leadership style with successful outcomes for staff and the organisation.</p> <p>Experience in providing strategic advice and influencing key decision-making.</p> <p>Evidence of having developed innovative / and practical solutions for a problem or situation.</p> <p>Appropriately challenging conventional wisdom and introducing approaches which have not been used before in the organisation to solve problems or improve the way a service is delivered.</p> <p>Proven track record of leading major campaigns aimed at changing perceptions and behaviours on EDI issues and challenges.</p> <p>Strong track record of planning and delivering successful programmes and projects across organisational boundaries, with particular focus on EDI issues and delivering on EDI legislation.</p> <p>Experience of developing strong and effective relationships across and beyond the organisation.</p> <p>Experience of building credible networks and partnerships.</p> <p>Proven experience of training design and delivery, workshop facilitation and coaching on EDI related issues.</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
QUALIFICATIONS	<p>Any discipline relevant to the role (examples include but are not limited to; Equality, Diversity and Inclusion Management, Chartered Institute of Personnel and Development (CIPD), Employment Law, and Community Cohesion)</p> <p><i>or</i></p> <p>Evidence significant experience demonstrating expertise in the field including continued professional</p>	Essential

	development Higher degree and/ or professional Qualification	Desirable
PERSONAL CIRCUMSTANCES	Availability of transport	Essential
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities.	Essential
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I) · Confident approach to working with external stakeholders including local Members of Parliament, Councillors, business/community leaders that inspires confidence and secures support where needed. · The ability to lead by example, inspiring positive action in others, to secure support from the Council's Corporate and Extended Leadership teams.	Essential

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]