

## GLPC Job Description

	<b>Job Title</b>	Strategy Lead – Equality, Diversity & Inclusion
	<b>Directorate</b>	Communities & Regeneration
	<b>Department</b>	Strategy & Partnerships
	<b>Grade</b>	PO6
	<b>Reports to</b>	Policy, Partnerships and Scrutiny Manager
	<b>Staffing Responsibility</b>	1 x Policy Support Officer

### Job Purpose:

1. To lead the development and delivery of the Council's Equity, Diversity and Inclusion (EDI) strategy, initiatives and related projects to ensure that the Council meets its statutory responsibilities in relation to the Equality Act 2010, as well as any other key legislation relevant to equalities, diversity inclusion and human rights and public sector requirements.
2. To provide advice and guidance on the equality, diversity and inclusion agenda for the Council: managing projects, preparing communications, adopting an evidence led approach and working with cross cutting groups, departmentally, corporately and with multi-agencies to deliver effective services that support the Council's equalities policies and strategies.
3. To drive and support the Council's reputation on Equality, Diversity and Inclusion, leading on establishing the organisation as an example of leading practice. This includes the delivery of continuous improvement, supporting organisational change and encouraging the use of best practice.

### Principal Accountabilities and Responsibilities:

1. Lead and be an ambassador for equality, diversity and inclusion by making positive contributions to service delivery across the Council, this includes working flexibly to support the organisation to achieve its ambitions.
2. Manage and lead staff to achieve high performance and effective operational delivery, including developing and improving staff capability.
3. Manage a customer focused service and the effective use of resources.
4. Ensure that the council's overall vision, values and ethos are central to the requirements of the service.
5. Support effective working relationships and act as an ambassador and advocate with external organisations
6. Keep up to date with developments in service delivery and best practice to ensure the service performs effectively and to the highest standards.
7. Lead and design activity within the organisation to help establish Brent as an example of best practice in relation equality, diversity and inclusion.
8. Lead and oversee the implementation of the Council's EDI Strategy and action plan, and work with stakeholders and communities to learn from and share best practice on equalities, diversity

- and inclusion. This includes reviewing the strategy every 4 years.
9. The postholder will act as the central source of advice and information for both internal and external stakeholders including local communities and partners such as GLA and other local authorities.
  10. Lead and work with departments and stakeholders, both internally and externally, to deliver the equality action plan and objectives, lead on the production of accurate, timely progress reports and updates.
  11. Provide high quality advice and policy support to the political and managerial leadership of the Council on:
    - emerging equalities, diversity, inclusion and cohesion and human rights themes and news. This includes briefings to CMT and the Lead Member for Equalities.
    - best practice on implementing the equalities agenda
    - planning and leading on important commemorative events throughout the year
    - reviewing, updating and implementing the EDI Strategy and action plan
    - proactive use of data to share learning about equalities issues and the effects and needs of Brent's population
  12. To effectively project manage equalities policy development initiatives, reviews and programmes in relation to ensure successful outcomes against the project brief, including undertaking risk analysis and taking corrective /mitigating action as necessary.
  13. Design and deliver equality, diversity, cohesion and human rights training to staff, teams, elected Members and the wider community – both classroom based and online, which raise the corporate understanding of its statutory responsibilities in relation to equalities.
  14. Collaborate with HR and OD to review and revamp the Council's learning and development offer for staff, with a focus on embedding inclusivity within the organisation. This includes delivering training on equalities impact assessments (EQIA), in line with best practice to ensure it is fit for purpose.
  15. Lead on establishing an effective EQIA process that results in improved analysis and understanding of implications of service, policy and delivery changes on residents with different characteristics.
  16. Lead and advise Finance and Legal colleagues to develop the annual cumulative Council Budget Equality Analysis.
  17. Develop and manage external relationships with community and voluntary sector organisations, statutory and non-statutory partners, and communities. Liaise with community groups to gain insight into the views of residents and communities that the Council serves to ensure that the Council's policies reflect their perspective.
  18. Work with local communities to achieve the EDI Strategy objectives and tackle inequalities. This includes designing and delivering events with partners and the community including commemoration events of national and local importance.
  19. To attend public meetings and community forums as required to present information on and respond to matters relating to equalities.
  20. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
  21. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection, Health and Safety and Emergency Planning & Awareness (including to provide assistance where available) policies and procedures.
  22. Employees should embed environmental sustainability into their work, actively contributing to Brent becoming a carbon-neutral borough in 2030.
  23. Undertake any other duties commensurate with the general level of responsibility of this post.

<b>DBS Status</b>	Not required
<b>Politically Restricted</b>	No

## Person Specification

	<b>To be identified by:</b> <i>Application Form(A)</i> <i>Test/assessment (T)</i> <i>Interview (I)</i>
<b>Qualifications and Professional Membership requirements:</b>  N/A	

<b>Knowledge (please specify all essential criteria):</b>	
1. Knowledge of equalities legislation as well as any other key legislation relevant to diversity, inclusion and human rights.	A,I
2. Knowledge of commemorations – national and local importance.	A,I
3. Experience of providing advice to senior leadership up to board level.	A,I
4. Knowledge and understanding of political and social issues, including the challenges and barriers in relation to equality, diversity, cohesion and human rights.	A,I
5. Understanding of local government and the wide public sector and the major factors, influences and legislation facing local government.	A,I
6. Understanding of the complex nature of inequality.	A,I
7. Understanding of project management principles.	A,I
8. Knowledge of how to carry out data collection, research and analysis and using this to inform decision making.	A,I
9. Knowledge of Brent's population, communities and equalities issues.	A,I
10. Knowledge and use of standard IT software, including Microsoft Office and Teams.	A,I

<b>Experience (please specify all essential criteria):</b>	
11. Experience of working in local government or other public body.	A,I
12. Experience of working in a political environment.	A,I
13. Experience of managing complex workloads.	A,I
14. Experience of leading the development, implementation and monitoring of key policies.	A,I
15. Experience of working collaboratively across organisation boundaries to shape and deliver strategic plans and services.	A,I
16. Experience of strong stakeholder management, building positive cross sector relationships in support of key strategies and policies.	A,I
17. Experience of managing projects and programmes.	A,I
18. Experience of providing advice to senior leadership up to board level.	A,I
19. Experience of developing and updating cross organisational equalities strategies.	A,I
20. Experience of driving change.	A,I
21. Experience of delivering presentations/training to a wide range of audiences.	A,I

22. Expert report writing skills.	A,I
23. Experience of line management.	A,I
24. Experience of effectively managing budgets.	A,I
25. Experience of preparing research papers and statistical reports.	A,I
26. Experience of working with voluntary and community groups.	A,I
27. Experience of designing and delivering trainings.	A,I

<b>Skills and abilities (please specify all essential criteria):</b>	
28. Ability to effectively manage people, performance and budgets in order to achieve agreed outcomes and business objectives.	A,I
29. Effective project management skills.	A,I
30. Excellent IT skills with the ability to use standard IT software, including Microsoft Office and Teams.	A,I
31. Skills in working across multiple disciplines.	A,I
32. Expert report writing skills.	A,T
33. Excellent communication skills, both oral and written.	A,T
34. Excellent interpersonal skills with a proven ability to work with a wide range of internal and external contacts, including Directors, senior managers, elected Members, public and private sector organisations and other stakeholders.	A,I
35. Ability to exercise sound judgement, become a credible authority on the equalities agenda for the Council and maintain the reputation of the organisation as a forward thinking leader on equalities in the sector.	A,I
36. Excellent analytical and problem solving skills with the ability to collect, organise and interpret a large amount of data from a variety of sources.	A,T
37. Ability to work flexibly and embrace new challenges and tasks associated with the role.	A,I
38. Ability to lead on cultural change in relation to equalities.	A,I
39. Ability to learn about and explain complex diversity, equality cohesion and human rights issues to a wide range of audiences.	A,I