

Job Profile

Position Details	
Post	Equalities and Diversity Officer
Service Area	Policy & Strategy Team
Reports to	Policy & Equalities Officer
Grade	PO2
Job Family	To be completed by HR

Role Purpose
<ol style="list-style-type: none"> 1. To support the organisation with its equality, diversity and inclusion agenda. 2. To embed good practice with respect to the Public Sector Equality Duty in the Council's policy and strategy development and decision-making processes. 3. To manage a range of projects and work as allocated, contributing to the delivery of corporate equalities priorities that help to make Haringey Council a more inclusive employer and improve its engagement with community groups. 4. Support the design, implementation, and evaluation of measures to create an inclusive workplace for our staff. 5. This role has a dotted line management reporting arrangement to the Chair of the Equalities Steering Group.

Main Responsibilities
<ol style="list-style-type: none"> 1. To manage change projects that make the Council a more inclusive workplace, identifying the priorities of senior leaders and staff, developing recommendations for change based on research and analysis of evidence-based practice, designing practical measures, and coordinating implementation and evaluation. The outcome of this work will be a workplace where all staff feel valued and are treated with dignity and respect. 2. To embed consideration of equalities and diversity in the Council's policy-making process, pro-actively liaising with senior officers to analyse the impacts of projects and policies on groups protected by the Equality Act, supporting colleagues to complete Equality Impact Assessments, and flagging upcoming projects or policies that are likely to have a high legal risk from an equalities perspective to the Head of Policy. This work will have two key outcomes: 1) to improve Council policies and projects by helping to ensure they meet the needs of Haringey's communities, and 2) to reduce the legal risk to the Council from non-compliance with the Public Sector Equality Duty. 3. To liaise with community groups that are drawn from or represent specific groups that are protected by the Equality Act in order to gain insight into community members' views. The objective of this work will be to help ensure that the Council's policies reflect the perspectives of the communities it serves.

4. To produce reports, guidance, briefing notes, and presentations to advise and inform Councillors and officers on matters relating to equalities and diversity in local public services. The outcomes of this work will be greater understanding of the experiences and needs of individuals and groups protected by the Equality Act and more responsive local services.
5. To support staff equalities network groups to deliver corporate initiatives, including by organising and managing events, and/or drafting internal and external communications. The outcome of this will be active and effective voluntary networks that achieve change for the groups they represent.
6. To provide executive support to the Equalities Steering Group, including administering meetings and coordinating initiatives. The outcome of this activity will be an effective forum that enables senior leaders to liaise with representatives of staff equality networks and direct internal organisational changes as well as community-facing initiatives.
7. To co-ordinate the Council's submissions to external equality and diversity indices and gauge staff satisfaction through surveys or focus groups. The outcome of this will be an understanding of the Council's performance as an employer with respect to equalities.
8. To keep an up to date understanding and knowledge about key legislation relevant to equalities, diversity and inclusion to ensure the organisation meets statutory requirements. The outcome of this will be organisational preparedness for legal changes that may have implications for Council strategy, policy, services, or operations.
9. Maintain a safe and healthy working environment and ensure that the Council's policies in this area are adhered to.

Generic Responsibilities
<ol style="list-style-type: none"> 1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements. 2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies. 3. Knowledge and experience of using IT. 4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<ul style="list-style-type: none"> • A good understanding of the Equality Act 2010 • Understanding how to carry out data collection, research and analysis, and using this to inform decision making. • Experience of meaningful work on equality, diversity and inclusion issues, challenges and or projects. • A demonstrable ability to think creatively, network and develop strong working relationships both internally and externally. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>

<ul style="list-style-type: none"> • Excellent verbal and written communication skills to suit a range of audiences including senior managers and address matters sensitively. 	Essential
<ul style="list-style-type: none"> • Ability to prioritise and manage own workload in a busy environment and use initiative. 	Essential

Main Contacts & Other Information
<p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Head of Policy 2. Policy Team Manager 3. Policy & Equalities Officers 4. Director of Adults and Health (Chair of Equality Steering Group) 5. Strategic HR leads 6. Training Providers 7. Community groups 8. Assistant Director Strategy & Communications 9. Assistant Director Corporate Governance/ Monitoring Officer

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
X				
Are the staff based at the same work location?				Yes/No
Will the post holder be responsible for contract / agency / project staff?				Yes/No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	95	Use of a computer.	Yes	90
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	80

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
N/A
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
Yes
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
No