



Coventry City Council

Job Description

Job Title:	Workforce Diversity & Inclusion Lead	Job Number:	
Service:	People & Culture	Post Number:	
Location:	Friargate	Grade:	Grade 8

Values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

The overall aim and purpose of this role is to place Workforce Diversity and Inclusion (D&I) at the centre of everything we do as a local authority to ensure equality & equity for all of our employees.

Working within the wider HR Service as part of the People & Culture Team you will work closely with the Head of People & Culture to develop and implement an innovative and forward-thinking approach to increasing workforce diversity and creating conscious inclusion across the Council. This will include taking the lead on a number of initiatives including the implementation of the Council's new Workforce Diversity & Inclusion Strategy ensuring that the Council is operating D&I best practice across the organisation.

Main Duties & Responsibilities:

- Working alongside the Head of People & Culture to develop and implement the D & I actions within the People Plan and the Workforce Diversity & Inclusion Strategy.
- Working across the HR service and other Council services to bring about the appropriate change to enable the Council to be an employer of choice in the area of D&I.
- To use data to help shape our plans and measure success, keeping up to date with new developments and thinking using effective organisational networking and wider external partnerships to support the strategy and secure progress.
- To increase the understanding of and engagement in D&I internally and communicate progress on workforce D&I issues across the organisation.
- Ensure that the information relating to workforce D&I data is analysed, reported, communicated, shared, utilised and actioned in accordance with changes required across the Council.

- To champion and implement an approach towards conscious inclusion across the Council and to be an ambassador for change.
- To work in close partnership with colleagues across the wider Council, within HR, and partner organisations to ensure that D&I is an integral part of the employee life cycle at every stage.
- To work collaboratively with our Resourcing Team to ensure that Coventry City Council is branded and promoted as being an attractive and inclusive place to work.
- To manage and implement a range of complex initiatives and programmes including positive action programmes to ensure their successful delivery, taking personal responsibility for their direction, often working autonomously and bringing demonstrable creativity and added value and impact to the work.
- To develop and maintain effective working relationships across the organisation with Senior Leaders, Elected Members, Trade Union colleagues and Employee Network representatives and their members to bring about organisational change in respect of D&I best practice.
- To identify actionable solutions to our challenges which will seek to raise levels of consciousness across the organisation and find ways to mitigate system barriers for more sustainable change.
- To produce written reports and provide verbal updates to Elected Members, Senior Leaders, Heads of Service, Trade Union colleagues and other such meetings as required.
- To work with Service Areas to ensure that they fully understand the Business Case for D&I and make the necessary workforces changes which enable services to better meet the needs of Coventry citizens.
- To keep up to date with developments nationally and internationally in the field of D&I and apply knowledge to deliver our D&I ambitions, implementing new ideas with innovation, creativity and best practice in mind.
- To develop and maintain close links with relevant external bodies who may contribute to the Council's D&I agenda.
- To attend and play an active part in leading workforce D&I both internally and externally where there is scope to bring D&I matters to the forefront of any agenda.
- Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: An Apprentice

Responsible to: Head of People & Culture

Date Reviewed: January 2021

Updated: August 2021



Coventry City Council

Person Specification

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Area	Description
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Knowledge:	<ul style="list-style-type: none">• Extensive knowledge of the barriers faced by all protected characteristic but in particular employees who are Black, Asian & Minority Ethnic, Disabled, LGBT+ all of whose progression are key priority areas for us over the next 2 years.
	<ul style="list-style-type: none">• Extensive knowledge and practice within the field of diversity & inclusion.
	<ul style="list-style-type: none">• Knowledge of how to set up positive actions programmes which bring about change at all levels throughout the organisation.
	<ul style="list-style-type: none">• Expert knowledge and extensive experience of turning policy into practice.

Skills and Abilities:	<ul style="list-style-type: none">• Ability to implement and manage large programmes of work which will require highly developed interpersonal and leadership skills.
	<ul style="list-style-type: none">• Resilient and proactively takes the lead to deliver results, confident in dealing with complex issues and able to flex style and approach to meet the needs of varying audiences.
	<ul style="list-style-type: none">• Ability to show leaders and not be afraid to challenge perceptions when it comes to diversity & inclusion at every level
	<ul style="list-style-type: none">• Ability to be able to produce reports to be tabled at various meetings including Cabinet Briefings, Senior Leadership meetings, D&I Working Group and Board meetings and our Joint Consultation & Negotiation Committee meetings.
	<ul style="list-style-type: none">• An ability to use data, evidence and research to inform activity, decision-making and challenge to the status quo as appropriate.
	<ul style="list-style-type: none">• Able to build trust and work collaboratively in order to sustain effective relationships with diverse colleagues.
	<ul style="list-style-type: none">• Ability to be focused and motivated, with good time management and prioritisation skills.
	<ul style="list-style-type: none">• Digitally competent and enabled.
	<ul style="list-style-type: none">• Computer databases and Microsoft software applications e.g. Word, Excel and SharePoint.

Experience:	<ul style="list-style-type: none"> • Experience of prioritising, managing and leading projects/programmes of work.
	<ul style="list-style-type: none"> • Experience of developing positive relationships with multiple stakeholders including Members and Senior Officers, Employee Networks to build support and influence thinking and decision making.
	<ul style="list-style-type: none"> • Experience of working across multi-disciplinary teams and services to promote co-ordinated activity.
	<ul style="list-style-type: none"> • Experience of analysing and communicating data.
	<ul style="list-style-type: none"> • Experience in supporting and influencing change.
	<ul style="list-style-type: none"> • Working in partnership with Trade Unions

Educational:	<ul style="list-style-type: none"> • Qualifications in a recognised discipline at level 5 or above and/or relevant and recent experience commensurate with the requirements of this post.
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Updated: August 2021