



Coventry City Council

## Job Description

<b>Job Title:</b>	Equality & Diversity Assistant	<b>Job Number:</b>	A5641
<b>Directorate:</b>	One Coventry	<b>Post Number:</b>	1036615
<b>Service:</b>	Public Health, Insight and Migration	<b>Grade:</b>	6
<b>Location:</b>	One Friargate, Coventry CV1 2GN		

### Our 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:

To support the Strategic Lead (Equality & Diversity) to develop and manage the Council's compliance with statutory obligations in relation to equality and diversity.

### Main Duties and Responsibilities:

- Support the Strategic Lead (Equality & Diversity) by providing guidance, information and advice on equality, diversity and inclusion as necessary.
- Develop and maintain appropriate data collection / performance reporting systems for the Council's equality objectives.
- Analyse and present complex information in creative and interesting ways.
- Liaise with a range of colleagues across the Council to ensure the timely submission of information on key equality priorities.
- Review the content of equality impact assessments in line with the public sector equality duty requirements and provide feedback as required.
- Produce reports and briefings on key projects as required.
- Support projects and processes to ensure the successful delivery of key equality priorities.
- Establish effective working relationships with colleagues within and outside the organisation.
- Manage the interface with customers – acknowledging enquiries and facilitating timely responses with the support of the Strategic Lead (Equality & Diversity).
- Maintain online content on equality and diversity webpages on both the Council Intranet and Internet sites.
- 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 Equality, Diversity and Inclusion Policy.

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

**Responsible for:** Apprentices, placements, and interns

**Responsible to:** Strategic Lead (Equality & Diversity)

**Date Reviewed:** December 2020

**Updated:** December 2020



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of statutory requirements and best practice in relation to equality, diversity and inclusion</li><li>• An understanding of the needs of different communities and how services need to be developed to meet these needs</li></ul>
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<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• The ability to undertake research and prepare reports</li><li>• The ability to write clearly and communicate information to different audiences using a variety of techniques</li><li>• Excellent ICT skills</li><li>• Be an effective team member and develop good working relationships with colleagues at different levels of the organisation</li><li>• Excellent negotiation and interpersonal skills and ability to persuade colleagues of the benefits of actions required to improve equality, diversity and inclusion</li><li>• Ability to make presentations to groups</li></ul>
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<b>Experience:</b>	<ul style="list-style-type: none"><li>• Experience of analysing written information, numerical data and basic statistics and to draw valid conclusions</li><li>• Prioritising work, managing time and working under pressure to deliver to deadlines</li><li>• Working with people at all levels of an organisation and across different sectors</li></ul>
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<b>Educational:</b>	<ul style="list-style-type: none"><li>• First degree or professional qualification or demonstrable high level experience of intellectual and analytical skills</li></ul>
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<b>Special Requirements:</b>	<ul style="list-style-type: none"><li>• </li></ul>
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**Date Reviewed:** December 2020

**Updated:** December 2020