

# Head of Inclusion – Grade 18-19

## Job Category

To be read in conjunction with Strategic Implementation – Commercial Core and Advice Job Profile.

## Role Description

Responsible for ensuring that the priorities of the Kirklees Inclusion Commission are delivered, bringing about long-term and sustainable institutional, structural, and systemic change to reduce inequalities across Kirklees.

Ensure that activities relating to equality, diversity and inclusion are joined up across the Council and partners, regularly briefing stakeholders on progress.

Work with political neutrality to advise and where appropriate, provide constructive challenge to the Commission to ensure focus, pace, and impact.

Ensure that activities are evidence-led, putting data and intelligence at the heart of decision-making.

Measure the impact of the work directed by the Commission to ensure outcomes are being achieved.

Build on and deliver a programme of ongoing actions and outcomes arising from the initial priorities of the Commission to address all forms of inequalities.

Understand community experienced inequalities and create the space to also identify and progress actions that address the intersectionality of experiences.

Lead on the transformation of systems and structures to eradicate inequalities across Kirklees.

Build organisational, partnership and community capacity to address inequalities.

Drive the development of corporate policy and standards to address inequalities.

Ensure that all strategies, policies, and processes are reflective of the Council's commitment to eradicate inequalities.

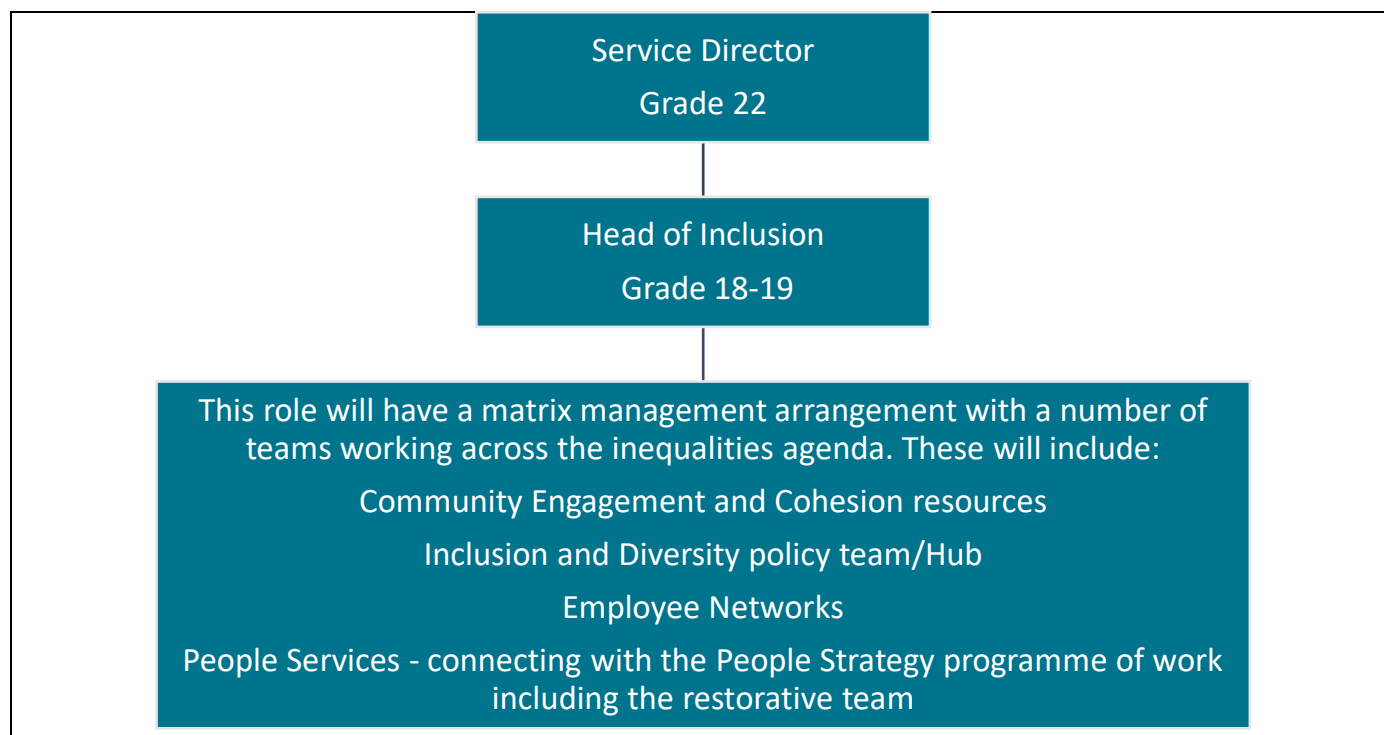
Ensure there is a corporate framework for monitoring the achievement of outcomes and a feedback loop to strategy and policy framework.

Direct the co-ordination of transformation related to inequalities to timescales in line with executive, community and political expectations.

Work closely with the senior leadership team and elected members to deliver the core values for the Council as a whole and with particular regard to inequalities.

Support a culture across the Council and partners that promotes and supports change and encourages colleagues to seek opportunities in everything that they do to improve outcomes and reduce inequalities for the citizens of Kirklees.

## Position of job in organisational structure



## Employee Specification

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
A successful background in senior leadership that brings credibility and gravitas in a complex and political environment.	Essential
In depth knowledge and understanding of local community issues and challenges and opportunities to tackle inequality.	Essential
Evidence of achieving significant and successful outcomes in a field related to equality, diversity and inclusion.	Essential
Proven ability to engage effectively with a diverse range of partners and stakeholders, at all levels, including elected members, to bring about sustainable change.	Essential
Skilled in achieving the balance between advice and challenge at all levels.	Essential
Experience of navigating complex services along with the ability to lead and influence through a matrix structure.	Essential
Demonstrates resilience and empathy to operate effectively in a complex and challenging field.	Essential

<b>Knowledge, qualifications, skills, and experience</b>	<b>Shortlisting criteria</b>
Evidence of building successful relationships across communities, diverse service areas and stakeholders including in a political environment.	Essential
Up-to-date knowledge of external issues (legislative, regulatory, best practice standards etc.) affecting areas of inequalities.	Essential
Proven ability in driving and developing the performance of colleagues through ownership and accountability.	Essential
Ability to collaborate, persuade, negotiate, and influence at a senior level with internal and external partners and stakeholders.	Essential
Experience of strategic planning, improvement, and implementation	Essential
Ability to analyse, monitor, present and evaluate intelligence to translate complex problems into actions that deliver impact, outcomes, and legacy.	Essential
Excellent people leadership skills and strong sense of doing what's right for citizens.	Essential
Evidence of championing diversity and inclusion and tackling inequalities at every opportunity.	Essential
Evidence of a commitment to safeguarding.	Essential
A flexible, creative, and innovative solutions focused approach.	Essential
Understanding of wider issues in local government, partner organisations, public and private sector.	Essential

### For Office Use Only:

Job Category	Leadership Team	Grading ID	H00009
Job ID	80100649	Last Updated	February 2021
Job Focus	Yes	Career Progression	Yes

### Contractual Variants

DBS Category	No	DBS Type	No
Health Check	No	Politically Restricted	Yes - F
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No

## Head of Service – Grade 18-19

### Job purpose

These roles will be responsible for the delivery of a professional capability for the Council through leading a support function(s), tactical expertise area or corporate level projects.

This role is based within see specific job focus sheet. Find out more about [working for Kirklees](#).

### Key areas of responsibility

Lead a team of professionals, or act as lead professional, developing annual business plans and manage the operational delivery of services in order to deliver core objectives.

Provide professional expertise and best practice to support the development and implementation of operational plans and ensure on-going professional development of self and others.

Be engaged in delivering diverse and complex support services, providing expert professional advice and guidance to senior stakeholders including senior officers and elected members, to ensure that high quality service outcomes are achieved for service users.

Play an influential role in advising, challenging and influencing stakeholders on trends, developments, issues, opportunities and innovations to support medium term planning and the delivery of improved outcomes.

Allocate resources appropriately to support and ensure the delivery of specific objectives and intended outcomes and demonstrate value for money.

Collate, analyse and interpret intelligence on emerging service trends, developments, issues, opportunities and innovations in order to support senior managers and other stakeholders in planning, policy setting and the delivery of improved service outcomes.

Motivate, manage and develop staff to support a culture of high-quality performance and continuous improvement to achieve excellent outcomes that meet the needs of citizens within a fixed level of resources. Resolve performance issues in order to support a culture of performance and productivity.

Advise stakeholders on risks and issues related to regulations and standards and investigate any areas of concern, implementing policies to support the delivery of Council objectives and plans and that comply with all relevant legislation and statutory requirements.

Develop council wide operational policies and procedures within a broad but distinct area of expertise in order to drive best practice and legislative compliance across the council

Manage discreet programmes (focussed or council wide) and projects to ensure they deliver their outcomes within agreed standards of cost and time.

Be involved in collaboration across the council as well as the public sector and wider city region to design and deliver solutions that are focussed on delivering a system-wide impact for residents.

## **Responsibilities as a Member of the Senior Management Team**

Accountable within a matrix management arrangement for the achievement of commissioned outcomes in line with agreed strategic plans.

Accountable within a matrix management arrangement for the quality of service(s) consistent with the framework set by Service Directors, Strategic Directors and the Chief Executive.

Responsible for regular reporting of performance against outcomes and quality standards.

Responsible for highlighting through matrix management arrangements significant risk to the achievement of outcomes and opportunities to enhance delivery.

Responsible for embedding a performance culture within services which reports on the basis of agreed evidence and policy.

Responsible for the delivery of commissioned outcomes utilising professional and specialist expertise of others across the organisation/partners.

Accountable to a named Service Director for performance appraisal and career development.

Support Service Directors to ensure relevant elected members are appropriately briefed and supported on all issues within their remit.

Carry out other duties as specified from time to time.

## **Position of job in organisational structure**

See specific job focus sheet.

## **Employee Specification**

See specific job focus sheet.

## **Behaviours and expectations**

The right behaviours and attitudes are as important to us as the skills you bring to the job. We expect all our employees to demonstrate the following behaviours:

- Positive
- Honesty
- Respectful
- Flexible

- Communicative
- Supportive

You will also promote and be a role model of the Council's expectations of a New Council Employee within the organisation. This role is at level 3. Find out more about [Council Behaviours and Expectations](#).

## General information

See your responsibilities related to [Safeguarding](#).  
 DBS check at the appropriate level

This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this job. It is not possible to specify every detail and we expect you to work flexibly within your skills, knowledge, experience and grade of this job.

## For Office Use Only:

Job Category	Leadership Team	Grading ID	Higher - H0006 Lower - H0009
Job ID	Higher - 80102906 Lower - 80100649	Last Updated	June 2020
Job Focus	Yes	Career Progression	Higher - No Lower - Yes

## Contractual Variants

DBS Category	See job focus sheet	DBS Type	See Job focus sheet
Health Check	No	Politically Restricted	Yes
24/7 working	No	Public Holidays	No
Night Working	No	Alternating Pattern	No
Standby	No	Other	No