

Inclusion and Diversity Strategic Lead

Grade 14

Job Purpose

Inclusion and diversity is a key organisational priority. The post will shape the Council's strategic approach to inclusion and diversity, including working with partners to make Kirklees an exemplar at the forefront of diversity and inclusivity.

This role is based within Corporate Strategy, Commissioning & Public Health. For more information click [here](#).

Find out more about [working for Kirklees](#).

Key Areas of Responsibility

- Take the lead in developing and delivering the Council's Inclusion and diversity Strategy and Action Plan over the short, medium and long term and monitoring its impact. This will include establishing priorities and ensuring work streams are progressed appropriately.
- Provide expert advice on the legislation and agenda's related to discrimination, social and socio-economic disadvantage and Human Rights.
- Advise Councillors and Senior Management on best practice with the aim of going beyond compliance to help improve employment practices and service delivery to embed inclusion and diversity within our organisational culture.
- Drive change internally and externally. You will lead on developing the organisation to embrace diversity as an asset which leads to improved outcomes for citizens and employees; as well as develop and collaborate on programmes with partners, such as Health, Police and Further and Higher Education.
- Lead, shape and support the Council and its partners in the use of intelligence to inform decision making that meets our statutory duties and policy objectives.
- Have an in-depth and detailed knowledge of all applicable equality and diversity legislations relating to employees' and members of the public including extensive knowledge of social, economic or political factors that have the potential to affect the implementation of such legislations.
- Ensure associated work to the Council's Inclusion and Diversity Strategy and Action Plan is transparent and accountability for all decisions is clear and agreed.
- To oversee and support the ongoing development of the Council's employee networks.
- Promotes and delivers best practice through innovation and new ways of working.

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- Effectively manages the resources relevant to any assigned programme of work
- Keeps all information up to date to continually track developments in the field of diversion and inclusion.
- Understand the breadth of services across the Council and its partners and have the ability to identify, assess and resolve I and D implications and challenges respectively. This will include I and D integration into areas such as procurement practice.
- Monitors all work programmes and projects to ensure standards are being followed to meet desired inclusion and diversity outcomes. This will involve detailed analysis of differing sources of information and the implementation of innovative solutions where such outcomes are not currently being met across a variation of service areas requiring vastly different approaches and considerations.
- Support the development of learning and professional development interventions on inclusivity and diversity across the Council.

Decisions

- Expected to make strategic decisions on how inclusion and diversity is progressed in the Council, with partners and communities.
- As the lead officer on inclusion and diversity, make decisions as to which priorities in the Council's strategy need to be advanced.
- In line with the Public Sector Equality Duty, decide how key decisions and budget allocations affect communities and employees by overseeing an integrated impact assessment process.
- Taking policy and briefings to the Executive (both councillors and senior officers) to approve major projects, changes in strategy and significant budget allocations.
- Please see your responsibilities related to [safeguarding](#).

Resources – Financial & Equipment

Responsible for an annual budget currently £80k to support the development of inclusion and diversity throughout the Council, with partners and communities. This includes supporting a culture change within the organisation and across the partnerships, with an emphasis on organisational development, sustainable employee networks and embedding inclusivity in day-to-day practice.

- Managing a database for forums, such as the Inclusion and Diversity Hub, which includes significant amounts of personal data, confidential and financial information.

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- Responding to public and employee inquiries on sensitive and confidential issues.

Work Environment

Work Demands

- Responsible for ensuring the work is planned in a way to effectively achieve the required results.
- Co-ordinate the work programmes of the Inclusion & Diversity cross-departmental Hub and employee networks, enabling the latter to access support across the organisation.
- Continuously analyse data and information related to development of work streams requiring extremely high levels of concentration for significant periods of time. For example, reports required at short notice could take a full day to complete.
- To initiate and manage projects that require cross-organisational working with multiple individuals. This will involve the allocation of work to numerous individuals across relevant services.
- Making links to the Kirklees' Inter Cultural Cities work programme.
- Deal with conflicting demands, changing deadlines, priorities and requirements over which the post holder has no control. Most of these demands will be set by Cabinet and directors and can be subject to change or amendment at short notice, due to the complexity and scale of the organisation.

Priorities and deadlines will be challenging and will often compete with regular reports going to Executive Team and Cabinet where quality and precision must be maintained.

Physical Demands

Normal office environment, attending meetings locally and nationally and computer-based work.

Working Conditions

- Normal office environment.

Frequent visits to other premises transporting equipment for presentations with Councillors/senior managers/external partners as a regular requirement of the role.

Work Context

- Inclusion and diversity is a key organisational priority. The post will shape the Council's strategic approach to inclusion and diversity, including working with partners to make Kirklees an exemplar in this field.

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- Part of the role will include liaison with particular groups of staff and external groups to gain insight into issues which affect them in order to help inform strategy and policy. This will include experiences of discrimination that could cause distress as a routine requirement of the role.
- The role will have responsibility for progressing the Inclusion and Diversity agenda, which will include managing the differing expectations of particular groups of people including political priorities. The post holder may have to mediate and work with stakeholders to reach a consensus where differences arise in the interpretation of planning or policy proposals.

Communication Skills

- A key element of the job is building highly effective working relationships with key stakeholders, across all Council services and partner organisations, calling for negotiation and the ability to influence projects, services and partners internally and externally.
- Responsible for the annual diversity and inclusion strategy and action plan and communication of key aims and objectives with the ability to engage people and bring people on board.
- Holding responsibility for developing policy and strategy in relation to the inclusion agenda requires excellent written communication skills.
- High level written information will be submitted through reports to Councillors, Cabinet and senior council officers.
- Utilising persuasion skills to ensure the I & D approach is understood, accepted and embedded across the organisation and beyond.

Responsibility for People

- Leading and initiating inclusion and diversity across the organisation to improve how individuals embed these principles within their day-to-day work and to tackle inequality and improve inclusion in the workplace and the communities we serve.
- Assessing the needs of individuals and groups ensuring that the I and D agenda including policies and strategies across the Council are sufficient to meet the needs of those individuals from a statutory perspective and beyond.
- Going beyond the implementation of regulatory and statutory requirements through leading a change in culture to become an organisation which is truly inclusive.
- Leading true change Council wide and beyond which could include embedding inclusion and diversity requirements into processes such as procurement practices.

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- Setting clear expectations in relation to key stakeholders such as contractors to ensure those we work with are delivering services in line with our inclusion and diversity priorities.

Position of Job in organisational structure

Corporate Policy
Officer
(Grade 15)

Inclusion & Diversity
Strategic Lead

Knowledge, Qualifications, Skills and Experience

Shortlisting Criteria

- Educated to degree level or ability to demonstrate equivalent relevant inclusion and diversity experience.
- Experience of leading on inclusion and diversity and organisational change in a large organisation and the ability to evidence a flexible approach.
- Understand the leadership of change in a political environment.
- Understand the issues facing local government.
- Have an in-depth knowledge and understanding of the latest national and regional developments in equality, inclusion and diversity.
- Extensive knowledge of relevant equality and diversity legislation and demonstrate its practical application in policies and procedures.
- Think strategically and innovatively, leading and motivating others in inclusion and diversity issues.
- Experience of developing innovative solutions including the development of proposals for policy and practice contributing to organisational change, by analysing information, making judgements and achieving results.
- Have a pro-active approach to driving progress and problem resolution together with the ability to analyse, determine and prioritise key actions to deliver targets.

Essential

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<ul style="list-style-type: none"> Has the ability and experience of effectively managing budgets to deliver agreed outcomes. 	Essential
<ul style="list-style-type: none"> Experience of researching evidence-based policy making and practice; producing strategic documentation, supporting policies, practices and action plans. 	Desirable
<ul style="list-style-type: none"> Demonstrate experience of managing complex and multi-disciplinary project teams and relationships with senior officers, Councillors, Executive and Cabinet. 	Essential
<ul style="list-style-type: none"> Ability to drive cultural change within a large organisation. 	Essential
<ul style="list-style-type: none"> Demonstrate a collaborative approach and an ability to influence and persuade in delivering equality, inclusion and diversity objectives. 	Essential
<ul style="list-style-type: none"> Presentation and negotiation skills, both verbal and written. 	Essential
<ul style="list-style-type: none"> Proven experience of developing and building local, regional and national networks. 	Essential
<ul style="list-style-type: none"> Demonstrate high levels of initiative, tenacity and determination to see transformation programmes through to their conclusion. 	Essential
<ul style="list-style-type: none"> Effective communication with stakeholders both internal and external to the organisation. 	Essential
<ul style="list-style-type: none"> Behaviours and expectations <p>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:</p> <ul style="list-style-type: none"> Positive Honesty Respectful Flexible Communicative Supportive <p>We also expect you to promote and role model the Council's Expectations of a Council employee within the organisation.</p> <p>This role is at level 3. Find out more about the Council's Behaviours and Expectations.</p>	
<ul style="list-style-type: none"> General Information <p>See your responsibilities related to Safeguarding.</p>	



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This Job Profile is intended to provide an understanding and appreciation of the responsibilities of this particular 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.