**Equality, Diversity & Inclusion (EDI) Co-Ordinator**

**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Equality, Diversity & Inclusion (EDI) Co-Ordinator | **Date:** | January 2021 |
| **Reporting Line:** | EDI Manager | **Job Level:** | Grade 5 |
| **Service:** | HR & OD Service | **Business Area:** | HROD |

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| JOB PURPOSE |
| To be the Equality, Diversity and Inclusion (EDI) Coordinator, supporting the EDI Manager on all matters relating to Equality, Diversity and Inclusion providing professional and appropriate advice, guidance and support relating to developing a diverse workforce and inclusive culture.  To support the implementation of the EDI Strategy and action plan alongside the EDI Manager and EDI Strategy Group.  To support managers and inclusivity networks in coordinating and rolling out organisation wide initiatives, projects and key organisational actions relating to equality, diversity and inclusivity.  To work collaboratively across directorates engaging with internal customers, clients and stakeholders to provide internal focused consultancy, training, support and guidance enabling us to better support our staff and stakeholders, and ensure we comply with legislation and industry good practice.  To work with colleagues across the HROD/SHWB Team, demonstrating commitment to developing and sharing learning, building expertise and confidence at every level of the organisation, from the point of application throughout employee’s careers with us. |

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| **KEY WORKING RELATIONSHIPS** |
| * HROD Directorate members. * Managers and staff within GMFRS and GMCA * Staff Networks * EDI Working group and EDI Single point of contact (SPOC’s) * Staff across GM’s public sector and stakeholders/partners * Internal and external customer groups and partners * Trade Unions |
| **KEY DELIVERABLES** |
| * Continue to build a diverse and engaged workforce through effective recruitment practices, identifying inclusive culture fit and developing skills and knowledge, to ensure a high performing, engaged workforce. * Support the continued improvement and implementation of an up to date organisation wide EDI Strategy, focused on ensuring that we embed the principles of inclusion, diversity and equality, into our culture and our ways of working. * Support the implementation of assessment and accreditation opportunities. * Support the implementation of Equality Impact Assessments across the organisation. |

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| **KEY RESPONSIBILITIES** |
| **Role Specific responsibilities**   1. Support the implementation of the organisation’s Diversity & Inclusivity Strategy, with   guidance from the EDI Manager and EDI Strategy Group and staff networks.   1. Provide advice and support to our management teams and EDI groups on all regulatory and compliance issues including the Public Sector Equality Duty and all requirements of the Equality act 2010. 2. Support the implementation of best practice used by other public and private sector organisations   where appropriate.   1. Support the EDI Manager in ensuring the Organisation’s policies and procedures promote best ED&I practice. 2. Assist with the analysis, collation and evaluation of people data and intelligence to inform policies and processes etc e.g. Equality Impact assessments. 3. Support the delivery of a comprehensive inclusivity engagement and development programme, supported by robust internal governance and support frameworks. 4. Keep up to date with our monitoring mechanisms to assess service use by protected characteristics. 5. Support the EDI manager to ensure key data on job applicants and the workforce is collected and monitored by protected characteristics. 6. Assist with maintaining an effective data collection process to build and maintain an accurate and up to date profile and equality status of the workforce. 7. Support in the development of programmes to attract, retain and promote a diverse workforce. 8. Where appropriate to work with internal and external stakeholders to develop positive action initiatives to improve the diversity at all levels of the workforce. 9. Support the EDI Manager in maintaining local systems and processes to ensure that organisational performance can be managed against National and local key performance indicators in relation to EDI data. 10. Support the EDI Manager to ensure all complaints that have a EDI element are properly dealt with, and lessons learned from them. 11. Support the EDI Manager to ensure that all relevant internal stakeholders have up to date knowledge and   information in relation to EDII reporting and compliance requirements.   1. Assist with the implement a robust and deliverable plan to collect and report on relevant EDI compliance requirements. 2. Assist with the implementation of a robust process for identifying and managing EDI risks 3. Support the EDI Manager to ensure that the EDI responsibilities for all staff members are understood and complied with. 4. To ensure that EDI engagement groups and individuals receive clear direction and support to understand what is expected of them and what they need to achieve as allies. 5. To produce draft reports and presentations for circulation throughout the organisation 6. To develop trusted partnerships within the organisation, practicing internal client management; establish and develop external networks throughout GM 7. Understanding our Policies connected to EDI to further support the workforce. |
| **General**   1. Contribute to the design and delivery of key HROD projects and interventions aligned to performance improvement. 2. To develop trusted professional relationships within the organisation, practicing internal client management. 3. Actively engage with the wider workforce to seek and listen to the views of staff, and managers to influence and improve workforce practices. 4. To be committed to maintain your own skills and expertise. 5. To ensure that the HROD service delivers and exceptional level of customer care, looking for solutions wherever possible 6. To provide support and guidance with strict adherence to confidentiality of personal information and Data Protection legislation. 7. To hold yourself and others to a high standard of professionalism at all times, demonstrating your commitment to our values and behaviours as well as ensuring service confidentiality is maintained throughout all we do 8. Working with other teams across the directorate to ensure integration and alignment is maximised and supporting on activity where appropriate. 9. To be accountable for ensuring the organisation is compliant with its statutory duties under legislation in the relevant field e.g., Employment Act, Equality Act, General Data Protection Regulations etc 10. Ensure that your approach to your work and your colleagues is inclusive and supportive of a diverse workplace   **NB:** This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |

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| **KNOWLEDGE AND EXPERIENCE** |
| **Qualifications**   * Good standard of education including numeracy and literacy, GCSE or equivalent (essential) * Working towards relevant equivalent professional qualification/Membership relating to EDI (desirable) * Accredited award in Coaching and/or Action learning (desirable)   **Experience**   * Demonstrable experience of delivering excellent customer service * Demonstrable knowledge and experience of providing administrative support * Experience with digital platforms including; Microsoft packages, HR / CRM systems and social media * Experience of delivering to set deadlines and changing priorities * Experience of working with confidential information * Experience of participating in projects * Experience in co-ordination and facilitation activities * Experience of using innovative and creative approaches to broaden organisational engagement in sensitive, challenging and/or diverse priorities. * Experience in the evaluation of activities that could be applied to EDI and representation activities.   **Knowledge and Skills**   * Excellent customer service, communication and interpersonal skills, both written and verbally * Clear and in-depth understanding of apprenticeship levy and employer provider implications, including responsibilities and risks. * Effective relationship building skills and the ability to build credibility and positive relationships at all levels * Flexible and adaptable approach * Ability to adapt and respond to change, to challenge the status quo and be a change leader. * Strong digital skills and proficiency in Microsoft packages i.e. Word, Excel and Powerpoint * Excellent organisational and planning skills * Clear focus on delivering positive outcomes through working in partnership with all of HROD’s areas * Resilience with the ability to navigate through difficult situations * Self-motivated and able to identify opportunities * Attention to detail and accuracy * Demonstrable questioning and listening skills * Evidence of advising on complex or contentious succession planning initiatives. * Ability to step above the day to day challenges to ensure you are driving change and offering coaching support for the workforce * Evidence of analytical and problem-solving skills, including the ability to make quick decisions and initiate action in a fast-paced environment.   **Behaviours**   * A desire to network internally across the group and to build visibility externally * Excellent relationship management skills including the ability to develop effective relationships with key stakeholders and colleagues including the ability to influence, negotiate and coach at all levels * Demonstrates a high standard of integrity and ethics in all workplace interactions, has the ability to maintain professional standards and honours personal commitments * Understanding of and commitment to promotion of equality and diversity. * A desire to constantly learn and research the latest techniques or changes * Ability to maintain confidentiality of the service at all times * The capacity to cope with challenges, pressures and setbacks, and the ability to navigate through difficult situations * Deep belief in the value of the HR & OD function, and their own ability to make a valuable difference to the organisation | |

**Corporate Duties -** Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

- Safeguard at all times confidentiality of information relating to staff and pensioners.

- Refrain from smoking in any areas of Service premises.

- Behave in a manner that ensures the security of property and resources.

- Abide by all relevant organisational Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.