

Northumberland County Council
JOB DESCRIPTION

Post Title: Diversity, Equity and Inclusion Officer		Directorate/Service: HR/OD		Office Use JE ref: 4358
Band: Band 6		Workplace: County Hall, Morpeth		
Responsible to: DEI Manager		Date: November 2023	Manager Level:	
Job Purpose: <ul style="list-style-type: none">To support the delivery of identified goals to ensure the Organisation meets statutory requirements regarding the Public Sector Equality Duty and relevant EDI reports published on the NCC website.To support the DEI Manager in provision of DEI advice and guidance within NCC.To contribute to the development of strategies and policies, ensuring that the council remains compliant with current DEI legislation under the Public Sector Duties of the Equality Act 2010.Support the DEI manager in the work with Public Health and Communities, to ensure the council meets the requirements of the Inequalities agenda.				
Resources	Staff	Nil		
	Finance	Contribute to the efficient and effective running of the team, including accurate monitoring of any spend within the allocated DEI budget. Involvement with Equality Impact Assessments for services within the organisation, supporting services to identify any significant risk areas.		
	Physical	Shared responsibility for the management of complex and sensitive data in relation to our staff and resident population to enable delivery of NCC requirements under Public Sector Duties of Equality Act 2010.		
	Clients	Ensure compliance with relevant DEI legislation, council policies and procedures and with the support of the DEI Manager, ensure reflect legislation and best practice. Providing DEI guidance to Services, Managers and Employees of the County Council.		
Duties and key result areas: <ul style="list-style-type: none">To act as a point of expertise within NCC in regard to Diversity Equity and Inclusion matters.To develop, implement and operate effective and efficient DEI support including policy processes and ways of working that meet these requirementsTo work with other disciplines and services, providing DEI guidance – for example climate change; tackling child poverty; promoting financial inclusion; and advocating community empowermentTo engage with, and advocate on behalf of, staff network groups both within the council and externallyTo ensure the council meets its Public Sector Equality Duties under the Equality Act 2010, publishing all relevant reports and supporting the council to meet Accessible Information StandardsTo develop and maintain effective and constructive relationships with relevant contacts within NCC and externally as and when required.To support Public Health and Communities develop effective and constructive relationships with the voluntary and community sector, to maximise the sector's contribution to improving the well-being of communities within NorthumberlandTo collaborate with the HR OD team to ensure equality programmes reflect and respond to staff feedback and to increase involvement of staff voices in council DEI commitmentsWith support from the DEI Manager, develop a programme of DEI Learning for staff to increase awareness of key equality issues affecting the council including external experts and staff lived experience sessions				

- To support the DEI manager to provide advice and support on queries relevant to community and equality matters as and when required. E.g., responding to complaints or FOIs.
- To provide advice and support to budget leads on Equality Impact Assessments and local corporate inequality priorities during the annual budget setting process
- To provide professional advice and develop working relationships with elected members, Corporate Directors and Heads of Service on strategic policy matters, in the absence of the DEI Manager.
- To actively promote and represent the interests of Northumberland and the County Council in relation to service activities and policies at a local, regional and national level as appropriate, particularly through participation in pilot programmes, showcasing good practice, and contributing to exchange networks
- To support NFRS (Northumberland Fire & Rescue Service) in the attainment of key Equality Objectives and support the service to meet national inspection requirements
- To support the development and implementation of an effective community engagement/consultation programme to ensure delivery of DEI Objectives that reflect community needs
- To actively promote a culture of continuous improvement both within the Council and its key partnerships in relation to DEI
- To prepare and present reports, presentations, briefings, provision of relevant training to staff, senior officers and members and updates to Sharepoint site including updates on progress against council DEI Objectives.
- To collaborate with Northumberland Communities Together to ensure DEI initiatives reach the most vulnerable communities in the county and our external partners

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Physical requirements:	Sedentary office work with occasional need to stand, walk and lift.
Transport requirements:	Will involve travel to meeting venues, area offices or training venues throughout the County and further afield on occasion.
Working patterns:	Normal office hours but flexi-hours may apply if colleagues provide cover. Some attendance at evening meetings.
Working conditions:	Mainly indoors

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PERSON SPECIFICATION

Post Title: DEI Officer	Director/Service/Sector: HR OD	Ref:
Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>Degree, higher degree, professional qualifications and/or NVQ Level 5 or equivalent standard in a relevant subject; plus, recent and relevant post qualification training, additional qualifications and experience in a relevant context.</p> <p>Knowledge of professional theory, practice and procedures.</p> <p>Knowledge of current inter/national laws, regulations, policies, procedures, trends, and developments.</p> <p>Evidence of continuing professional development.</p>	<p>Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.</p>	
Experience		
<p>Recent and relevant post qualification experience in a relevant context.</p> <p>Experience in selecting and applying the full range of professional methods, tools and techniques in a wide range of work situations.</p> <p>An evidenced track record as a successful consultant/advisor.</p> <p>Experience in engaging effectively with others and building productive partnerships.</p> <p>Relevant experience in designing and drafting policies, procedures and other technical documents.</p> <p>Experience in managing projects to successfully achieve set objectives.</p>		
Skills and competencies		
<p>Able to disseminate acquired knowledge.</p> <p>Ability to develop policy based on sound reasoning and logic, draw appropriate conclusions, and present these to an audience.</p> <p>IT knowledge and skills and able to effectively use ICT to achieve work objectives, understanding of a range of ICT software</p> <p>Experience in project/task management.</p> <p>Ability to work independently and take the initiative</p> <p>Prepares written, verbal and other media to best professional standards.</p> <p>Effectively expresses views using appropriate means depending upon the audience.</p> <p>Numerate and skilled at analysing/reasoning with statistics.</p> <p>Persistence in applying a methodical approach to problem solving.</p> <p>Negotiation skills and able to persuade others to an alternative point of view.</p> <p>Operates as an effective advocate for the Directorate both within and externally.</p> <p>Maintains a professional demeanour in stressful and difficult situations.</p>		
Physical, mental, emotional and environmental demands		
<p>Normally works from a seated position with some need to walk, bend or carry items.</p> <p>Need to maintain general awareness with lengthy periods of enhanced concentration.</p>		

Some contact with public/clients in dispute with the County Council. Some exposure to working outdoors.		
Motivation		
A strong corporate orientation and a commitment to tackling issues in a non-departmental manner. Models and encourages high standards of honesty, integrity, openness, and respect for others. Helps managers create a positive work culture in which diverse, individual contributions and perspectives are valued. Proactive and achievement orientated		
Other		
Able to meet the transport requirements of the post		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g., case studies/visits