



# RUTLAND COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** Equality, Diversity & Inclusion Advisor

**Grade:** PO1

**Directorate:** Resources

**Department:** HR & OD

**Responsible to:** Head of HR & OD

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### **Purpose of the Job:**

The postholder will be responsible for:

- Providing EDI subject matter expertise, advice and delivery of effective interventions and solutions to support colleagues across all Directorates of the Council.
- Working with HR&OD and Directorate colleagues, to support: implementation of Equality, Diversity and Inclusion strategy; embed EDI competence and practices. The postholder will work with a range of stakeholders to understand and gain commitment to addressing EDI issues that will shape and deliver an inclusive culture for our staff and our local community in line with our values.

### **Main Responsibilities:**

#### **Public Sector Equality Duty**

Work with Directorates to ensure compliance with the Public Sector Equality Duty in respect of delivery of services to our Community, to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other unlawful conduct prohibited by the act
- advance equality of opportunity between people who share and people who do not share a relevant protected characteristic
- foster good relations between people who share and people who do not share a relevant protected characteristic

#### **Learning & development**

- Work with regional partners to develop and commission or deliver EDI interventions. Responsible for the coordination of activities to support the EDI agenda and delivery of our local priorities.
- Support and develop staff networks.
- Co-ordinate and deliver EDI activity eg event, workshops

#### **Information Management**



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- Support corporate business returns such the Workforce Race Equality Standards (WRES), Workforce Disability Equality Standards (WDES), Gender Pay Gap
- Regularly analyse EDI workforce metrics. Develop an EDI dashboard. Produce management information for a range of audiences including senior managers.
- To review and develop plans aligned to the EDI internal audit and commissioned review.

### **Policy Development**

- Bring a pragmatic style to the design of EDI Policies ensuring they are up to date, reflect current legislation and regulations and represent best practice.
- Ensure that policies are: communicated; readily accessible to staff and managers. Support compliance with equality legislation.
- Design and deliver briefings to line managers on EDI and changes to legislation regulations, and policy.

### **Advisory**

- Provide advice and guidance on all EDI matters
- Lead responses to all queries and requests for advice on EDI policy queries
- Develop creative solutions to EDI issues, balancing legislative requirements and business needs
- Identify trends in queries/requests for EDI advice in order to design and deliver alternative methods for managers and staff to access HR advice.

Take responsibility for own Continuing Professional Development and maintain a portfolio showing evidence of development

Provide support for HR projects as allocated by the Head of HR &OD.

Represent Rutland at appropriate National, Regional and local HR forum.

To act in accordance with the principles set out in the Employee Code of Conduct and the Council's Values, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law.

Take reasonable care of your health and safety and that of other people who may be affected by the performance of your duties. Where appropriate you will safeguard the health and safety of all people and premises under your control and guidance in accordance with the provisions of Health and Safety legislation and Rutland County Council's and Directorate codes of practice and procedures. You will exercise proper care in handling, operating and safeguarding any equipment, vehicle or appliance provided, used or issued by the Council or provided or issued by a third party for individual or collective use in the performance of your duties.

This job description indicates the main areas of activity of this post. From time to time, however, other tasks/duties may be required but these will fall within the general areas of responsibility and grade of the post. Any changes which are of a permanent nature



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will, following consultation with you, be included in the job description in specific terms and will be formally issued to you.

### **Behaviours and outcomes:**

Work collaboratively across all Council services to ensure a joined up, consistent Equality, Diversity & Inclusion service that adds value to the Council workforce and service users.

Be ambitious for Rutland and champion best practice services to achieve the best outcomes.

To be a role model for the One Council ethos and values.

Respond to pressure and change – flexible and adaptable to sustain performance.

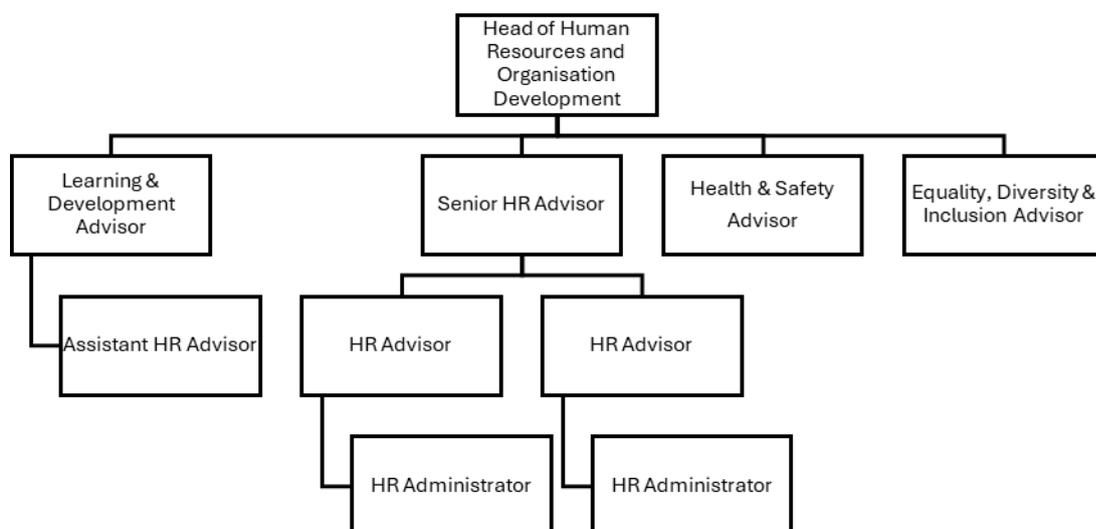
Build and manage relationships, share knowledge and skills to deliver shared goals.

Actively support new initiatives and try different ways of doing things.

Understand and be sensitive to organisational culture and politics across and beyond RCC.

Be confident, professional, politically astute and customer focused in all interaction with internal and external customers, members and partners.

### **Our Team:**





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## JOB REQUIREMENTS

### QUALIFICATIONS/TRAINING/EDUCATION

Essential	Method of Assessment *
Degree Level 6 or equivalent	D
Desirable	Method of Assessment *
CIPD Level 5 or equivalent standard	D
Evidence of continuing professional in Equality, Diversity and Inclusion	A/I

### EXPERIENCE/KNOWLEDGE

Essential	Method of Assessment *
Previous experience in a role with significant EDI content.	A/I
Sound understanding of UK employment law in respect of EDI.	A/I
Experience of working with managers and teams on EDI issues and developing solutions	A/I
Experience of designing and delivering training interventions and evaluating outcomes	A/I
Experience of giving advice and making recommendations in relation to complex and sensitive EDI issues	A/I
Ability to shape people policy frameworks that positively impact the employee experience	A/I
Experience of bringing something new and innovative to an organisation – stretch the boundaries.	A/I
Experience of working in a complex organisation	A/I



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Desirable	Method of Assessment *
Experience of working with Staff Networks to deliver benefits positive benefits for the organisation	A/I
Experience of working in the public sector	A/I
Experience of working in an HR or OD role	A/I
Clear understanding of EDI in a public sector context	A/I

### **SKILLS**

Essential	Method of Assessment *
Excellent interpersonal skills, including: <ul style="list-style-type: none"> <li>• Report writing;</li> <li>• Presentation skills including the ability to shape and influence to achieve successful outcomes.</li> <li>• Mentor and coach line managers to achieve good people management skills</li> <li>• Effective verbal communications skills across the organisation</li> </ul>	A/I
Strong analytical and creative thinking skills	A/I
Intellectual capability to quickly identify complex problems and design pragmatic solutions	A/I
Able to manage difficult conversations regarding sensitive or contentious issues	A/I
Demonstrate a customer focused and responsive approach that improves service delivery – be fully accessible and proactive	A/I
Able to influence managers to consider options and risks; able to apply logic to identify the best approach for dealing with a difficult issue. Adopt a mentoring and coaching style with managers to help improve people management skills	A/I
Able to research and analyse data in order to produce monitoring reports	A/I
Well-developed IT skills in order to produce reports, design and maintain spreadsheets; produce statistical data and reports. Able	A/I



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to effectively use word, excel, PowerPoint and an HR information system.	
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Desirable	Method of Assessment *

### **EQUALITY AND DIVERSITY**

Essential	Method of Assessment *
Able to recognise discrimination and be proactive in ensuring the Council's policy is put into practice.	A/I
Strong personal commitment to the EDI agenda.	A/I

### **OTHER**

Essential	Method of Assessment *
Flexible in working patterns to fulfil commitments of the role and team.	A/I
Willingness and ability to visit other sites as and when required.	A/I

**\* A = Application Form    D = Documentary evidence    I = Interview    T = Test**

**NOTE: These requirements must be reviewed each time this post becomes vacant. The reviewing manager must sign below. If changed, please submit both the original job description and amended job description to the Human Resources Department.**

DATE	CHANGE - YES/NO	PREPARED BY (Name & Position Title)
19/05/2025	New	Fiona Rowntree – Head of HR & OD