

WEST YORKSHIRE FIRE AUTHORITY

JOB DESCRIPTION.

POST TITLE:	Positive Action & Community Engagement Officer.
GRADE:	6
RESPONSIBLE TO:	Diversity and Inclusion Manager.
RESPONSIBLE FOR:	N/A
PURPOSE OF POST:	<p>To design, deliver and evaluate positive action initiatives in recruitment, retention and progression to increase diversity within the Service.</p> <p>To design and deliver an organisational Positive Action Strategy and implement it.</p> <p>To work with Service Delivery colleagues' to design and deliver a Community Engagement toolkit, consultation and training.</p>

MAIN DUTIES AND RESPONSIBILITIES.

1. To design, deliver and evaluate Positive Action initiatives, programmes and events for recruitment, retention and progression within the Service.
2. To research, design and deliver an organisational Positive Action Strategy and implementation.
3. To identify and work with external partners to identify cross working initiatives that will increase applications from underrepresented groups.
4. To create processes that advance opportunities for underrepresented staff and embed them as business as usual, including mentor schemes, staff consultation and staff involvement in the recruitment process.
5. To identify data trends, analyse, interpret, maintain and present diversity and equality data, including production of reports.
6. To design and deliver a Community Engagement toolkit, including consultation, guidance and training with relevant stakeholders, including operational staff, to support Service Delivery to the West Yorkshire community.
7. In liaison with the Protection, Prevention and external partners, develop a strategy to assist in increasing engagement with local communities building good relations.

8. Ensure effective coordination and communication takes place with all internal and external stakeholders in order to enable positive action and engagement initiatives to be delivered.
9. Plan, organise, coordinate and deliver positive action events.
10. Develop and deliver training and awareness sessions to internal staff to allow them to support the delivery of positive action and Community engagement initiatives.
11. To engage with communities and individuals to raise the awareness of roles within the service to underrepresented groups, developing interactive and innovative methods to promote WYFRS as an employer of choice and providing advice and feedback as required.
12. Work with colleagues across WYFRS to maintain a coordinated approach to supporting recruitment activities.
13. Work with the Corporate Communications to create innovative promotional materials.
14. To attend job fairs, community events and Positive Action events to raise awareness of WYFRS with underrepresented groups in relation to career opportunities.
15. Liaise with Schools and Colleges to engage with young people to promote the Service and roles available.
16. Prepare reports and present data on Positive Action / Community Engagement activities as required and to agreed timescales. Attend internal / external meetings as required and undertake partnership working to assist in delivery of post objectives.
17. Establish and maintain links as appropriate with internal employee network groups, trade unions and external agencies at an operational level to ensure the requirements of current and future initiatives are met.
18. Understand and comply with all policies, procedures and relevant legislation.
19. To undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the Service in order to meet Service priorities and business continuity requirements.

Second area:

20. To Implement and promote the Authority's:
 - a) Health and Safety policies
 - b) Equality and Diversity policies
 - c) Information Security Management System policies
 - d) Safeguarding policies
 - e) Business continuity policy and contingency arrangements.
21. To demonstrate and uphold the service values and to promote the organisation in a positive manner.

22. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
23. Responsibility for ensuring any data produced in relation to the post is accurate and current.
24. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
25. Undertake any other duties commensurate with the grade of the post as directed by line management.

PERSON SPECIFICATION/SHORTLISTING CRITERIA.

In the supporting statement section of the application form give clear, concise examples of how **you meet all of the Essential person specification criteria** (i.e. items you must be able to do from day one to be able to do the job), **identified as ‘Application’ in order to be shortlisted for this vacancy**. If a large number of applications are received, only those who also meet the Desirable criteria, identified as ‘Application’, will be shortlisted, i.e. criteria you need to do the job, but which could be learnt during training.

Please list or number the person specification competency criteria against which you are providing evidence/examples in order to structure your supporting statement in a well organised way.

There may be some criteria that are identified through ‘Selection Process’ only. **You will only be assessed on these criteria later during the selection process and not from your application form**, this may involve tests, presentations, interview etc.

	Experience.	Essential/ Desirable.	Source.
1	Previous experience of working and engaging with the Community.	Essential	Application & Selection Process
2	Awareness and understanding of the importance of Positive Action and Community Engagement initiatives and events.	Essential	Application & Selection Process
3	Experience of analysing, interpreting and presenting complex data in an easy to understand format.	Desirable	Application & Selection Process
4	Project Support experience.	Essential	Application & Selection Process
5	Ability to speak one or more additional languages.	Desirable	Application & Selection Process

	Education and Training.	Essential/ Desirable.	Source.
6	Educated to degree level or equivalent experience .	Essential	Application

	Special Knowledge and Skills.	Essential/ Desirable.	Source.
7	Experience of developing and delivering engagement activities and training to a wide audience.	Desirable	Application & Selection Process
8	Knowledge of the recruitment, selection, progression and retention processes.	Desirable	Application & Selection Process
9	Demonstrate commitment to good data quality within all areas of work.	Essential	Selection Process
10	The ability to work under pressure, prioritise workloads and meet conflicting deadlines to ensure that personal and team objectives are met.	Essential	Application & Selection Process
11	Ability to use Microsoft Suite of IT packages to a competent level, primarily Word, PowerPoint and Excel.	Essential	Application
12	Ability to communicate effectively with staff at all levels of the organisation, external stakeholders and members of the West Yorkshire community.	Essential	Application & Selection Process
13	To maintain confidentiality and professionalism, including having an understanding of the limit of confidentiality. To understand GDPR and the importance of careful and lawful use of data, including sensitive personal data.	Essential	Selection Process
14	Ability to work in a team and support / motivate others.	Essential	Selection Process
15	Hold a full UK driving licence, or, have the ability to travel across West Yorkshire.	Essential	Application & Selection Process
16	Knowledge of underrepresented groups and the	Desirable	Application & Selection

	challenges of recruitment, progression and retention.		Process
17	Knowledge of the Equality Act, Public Sector Equality Duty, and Diversity and Inclusion principles.	Desirable	Application & Selection Process
18	Evidence of challenging discrimination, or implementing equal opportunities.	Desirable	Application & Selection Process.

Created October 2019.

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