**WEST YORKSHIRE FIRE AUTHORITY.**

**JOB DESCRIPTION.**

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| **POST TITLE:** | Diversity Projects Officer. |
| **GRADE:** | 6  |
| **RESPONSIBLE TO:** | Diversity & Inclusion Manager. |
| **RESPONSIBLE FOR:** | N/A. |
| **PURPOSE OF POST:** | To design and deliver diversity and inclusion projects.To identify data trends to support the design of learning / awareness programmes and deliver training. To provide advice on equality, diversity and inclusion issues to employees and managers.To contribute to improving the Authorities performance with regard to the Equality Standard for Local Government. |

#  MAIN DUTIES AND RESPONSIBILITIES.

1. In liaison with the Diversity and Inclusion Manager to design, deliver and evaluate diversity and inclusion projects, programmes and practices for the Authority.
2. To support the Diversity and Inclusion Manager to deliver the Diversity and Inclusion Strategies within the organisation.
3. To maintain and develop Diversity and Inclusion policies, guidance and practices.
4. To oversee and facilitate the organisational Equality Impact Assessment process.
5. To advise/assist employees and managers with regard to diversity and inclusion issues, including cases (e.g. bullying and harassment, dignity and respect complaints).
6. Support the line manager to work closely with colleagues in other teams including Human Resources, Occupational Health and Wellbeing to develop and promote support for managers to help reduce and remove barriers for people with protected characteristics.
7. To monitor and advise on recruitment, promotion and development processes in relation to any diversity and inclusion issues.
8. To identify data trends, analyse, interpret and present equality and diversity data, including production of reports and identify trends.
9. To support the development of learning/training content on Diversity & Inclusion topics and provide internal training to colleagues at all levels on Equality Impact Assessment and Diversity and Inclusion initiatives.
10. To work closely with other colleagues and teams, e.g. protection and prevention teams, and external partners, to assist in increasing engagement with local communities, fostering good relations between people who share a protected characteristic and those who do not.
11. To monitor through data the reach, outputs and outcomes of operational effectiveness of short and long term Diversity and Inclusion goals.
12. To assist delivery of effective staff networks, staff engagement and staff consultation.
13. To support design and delivery of diversity and inclusion events, campaigns and celebration and reward activities.
14. To assist the Diversity and Inclusion Manager with general administrative duties.
15. To develop communication and engagement materials to disseminate information to all staff on Equality, Diversity and inclusion matters as appropriate.
16. Carry out other tasks, appropriate to the grade, as directed by the Diversity and Inclusion Manager.

# Second area:

1. To Implement and promote the Authority’s:
2. Health and Safety policies
3. Equality and Diversity policies
4. Information Security Management System policies
5. Safeguarding policies
6. Business continuity policy and contingency arrangements.
7. To demonstrate and uphold the service values and to promote the organisation in a positive manner.
8. Ensure functions can be maintained when disruptive events occur through the implementation of arrangements specified in the business continuity strategy/policy.
9. Responsibility for ensuring any data produced in relation to the post is accurate and current.
10. Responsibility to ensure full compliance with the General Data Protection Regulation and Data Protection Act 2018 and to ensure data security is maintained.
11. Undertake any other duties commensurate with the grade of the post as directed by line management.

# PERSON SPECIFICATION/SHORTLISTING CRITERIA.

In order to be shortlisted for the post you will need to demonstrate your ability to meet the requirements of the role by giving clear, concise **examples of how you meet each** of the following person specification criteria on your application form. Please list or number the competency criteria against which you are providing evidence/examples.

You will only be shortlisted from the details in the application form if you meet **all Essential criteria**, i.e. items you must be able to do from day one to be able to perform the role. If a large number of applications are received, only those who also meet the Desirable criteria will be shortlisted, i.e. criteria you need to undertake the role, but which could be learnt during training.

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

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|  | **Experience.** | **Essential/ Desirable.** | **Source.** |
| 1 | Experience of providing confidential advice and guidance on equality and diversity issues. | Essential. | Application & Selection Process. |
| 2 | Experience of identification, analysis, interpretation and presentation of complex data, including translating data to make it easy to understand by non-specialists. | Essential. | Application & Selection Process. |
| 3 | Significant Project Support experience, including demonstrable experience of engaging with stakeholders and others. | Essential. | Application & Selection Process. |
| 4 | Experience of developing and delivering diversity, equality and inclusion policies, activities and information. | Desirable. | Application & Selection Process. |

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|   | **Education and Training.** | **Essential/ Desirable** | **Source** |
| 5 | Educated to degree level or equivalent experience. | Essential. | Application. |

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|   | **Special Knowledge and Skills.** | **Essential/ Desirable.** | **Source.** |
| 6 | Knowledge of equality legislation. | Essential.  | Selection Process. |
| 7 | Demonstrate commitment to good data quality within all areas of work. | Essential. | Selection Process. |
| 8 | 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. |
| 9 | Ability to use Microsoft Suite of IT packages to a competent level, primarily Word, PowerPoint and Excel. | Essential. | Application. |
| 10 | Ability to communicate with staff at all levels of the organisation, stakeholders and members of our communities in writing and face to face. | Essential. | Application & Selection Process. |
| 11 | Administration and project support skills gained in a busy office environment. | Essential.  | Application & Selection Process. |
| 12 | Ability to maintain confidentiality and professionalism at all times. | Essential. | Selection Process. |
| 13 | Demonstrate an understanding of the importance of equality and diversity to WYFRS as an employer and service provider. | Essential. | Selection Process. |
| 14 | Knowledge of the Equality Framework. | Desirable. | Application & Selection Process. |
| 15 | Knowledge of project management systems. | Desirable.  | Application & Selection Process. |
| 16 | Experiences of developing and delivering engagement activities and training to a wide audience (which may include members of the community, stakeholders and colleagues at all levels). | Desirable. | Application & Selection Process. |
| 17 | To hold and maintain a current full UK valid car driving licence.[The role involves some travel around various West Yorkshire Fire and Rescue premises]. | Essential. | Application & Selection Process. |

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