EDI Officer

## Job details

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| Job title: | Equality Diversity and Inclusion (EDI) Officer - Corp |
| Department: | EDI/Corporate Services |
| Location: | Remote |
| Reporting to:  (job title only) | EDI Manager and Corporate Operations Director |
| Direct reports:  (job title only) | n/a |
| Accountable to:  (where applicable) | n/a |
| Responsible to:  (where applicable) | n/a |
| Job purpose: | * To contribute to the creation and delivery of the VHG EDI strategy and action plan * To raise awareness of the value and need for EDI competency across the business with a focus on Corp services * To contribute to the continuous improvement of EDI competency within Corp services – in relation to both services, service users and people/colleagues. |
| Role and Responsibilities: | **Expectations**   * To play a key role in improving the ways of working within VHG workforce by acting as a visible champion for an inclusive and open culture within Corp services * Contribute to the design of VHG EDI strategy and action plan * Contribute to delivery of the specific elements of the plan across all protected characteristics * Develop and deliver EDI related training including – workshops, written resources, and online training modules. * Contribute to improving the wider engagement with EDI across the Corp services through a variety of means * Contribute to service design to ensure services offered catered to needs of diverse populations, ensure known health inequalities experienced by marginalised communities is considered in all the clinical work we do * Support, facilitate and conduct analysis of service user experience, including patient participation groups. Identify service improvement opportunities which can respond to identified gaps in service provision ie access and engagement of those with protected characteristics/marginalised communities * Support undertaking of equality impact assessments * Support EDI informed recruitment across the Corp services * Support the development of staff/line manager EDI competency framework * Support and develop engagement with service users and community groups and champion co-production across Corporate services * To undertake any other reasonably requested activities. |
| Clinical Governance:  (where applicable) | * To adhere to all VHG policies and procedures |
| Training and supervision: | * TBC |
| Additional information: | * Some travel including occasional overnight stays may be required, so a full clean driving licence is desired. |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | n/a | EDI qualification  Project management qualification |
| **Experience** | Good working knowledge of EDI values, priorities and legislation  Genuine passion for, interest in, commitment to, and knowledge of the principles of EDI | Delivering EDI programmes  Partnership building and relationship management  Driving continuous improvement  Time management and prioritisation  Measuring effectiveness and impact  Training and capability building  Working with senior leaders |
| **Skills/knowledge** | IT literate – intermediate level minimum | n/a |
| **Specialist training** | n/a | n/a |
| **Personal competencies and qualities** | Excellent verbal and written communication skills  High level of enthusiasm and motivation  Ability to work individually or within a team and foster good working relationships  An awareness of and commitment to supporting and facilitating positive diversity and inclusion practices  Ability to work under pressure  Excellent time management skills  Courage, speaking truthfully and challenging appropriately  Impartiality, remaining objective and unbiased  Empathy, listening well and acting with sensitivity  Learning, seeking, and providing feedback and looking for opportunities to improve | n/a |

# Version Control

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| Version: | Date: | Summary of Changes |
| V1.0 | 23/10/20 | Document created |
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