Equality, Diversity and Inclusion (EDI) Practitioner

## Job details

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| Job title: | EDI Practitioner  |
| Department: | EDI  |
| Location: | Remote  |
| Reporting to: (job title only) | Health, Wellbeing, and Inclusion Manager  |
| Direct reports: (job title only) | n/a |
| Accountable to: (where applicable) | n/a |
| Responsible to:(where applicable) | n/a |
| Job purpose: | * To support and 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.
* To support and contribute to the continuous improvement of EDI competency within the organisation – in relation to both services, service users and people/colleagues.
* To support the reasonable adjustment process by meeting with colleagues and their manager, assessing needs and making recommendations for reasonable adjustments.
* To support health and wellbeing activity.
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| Role and Responsibilities: | **Expectations*** Stay up to date with existing legislation including Equality Act 2010, new legislation and best practice guidance relevant to role.
* Support and contribute to the design of VHG EDI strategy and action plan
* Support and contribute to delivery of specific elements of the plan across all protected characteristics
* Support with the development, delivery and facilitation of EDI related training including – workshops, written resources, and online training modules and occasional in person training for example microaggressions training, unconscious bias workshops, and disability awareness.
* Support and contribute to improving wider engagement with EDI across services through a variety of means
* Support and contribute to service design and be an advocate for co-production to ensure services offered catered to needs of diverse populations and health inequalities considered in all the work we do
* Support and conduct analysis of staff and service user experience to inform improvement opportunities
* Support undertaking of equality and health inequality impact assessments
* Support EDI informed recruitment across the business
* Work with the relevant managers to resolve queries and manage issues/escalations and complaints
* To create, develop and maintain relevant content across company media and communication channels.
* Supporting colleague diversity networks
* To contribute to reporting challenges, advances and solutions concerning access to services/opportunities/support
* Support and participate on audit and data analysis activities (inc. WDES, WRES and EDS)
* To support health and wellbeing activity
* Any other reasonable request as required

**Equality Diversity & Inclusion (EDI)**We are proud to be an equal opportunities employer and are fully committed to EDI best practice in all we do.  Vita Health Group has several initiatives in place to achieve this including our Zero Tolerance Policy, Code of Conduct, Freedom to Speak Up Guardians, and more. We believe it is the responsibility of everyone to ensure their actions support this goal with all internal and external stakeholders.  * + Be aware of the impact of your behaviour on others.
	+ Ensure that others are treated with fairness, dignity, and respect.
	+ Maintain and develop your knowledge about what EDI is and why it is important.
	+ Be prepared to challenge bias, discrimination, and prejudice when possible, and raise with your manager, the EDI & Sustainability team, or the Freedom to Speak Up Guardians.
	+ Encourage and support others to feel confident in speaking up if they have been subjected to or witnessed bias, discrimination, or prejudice.
	+ Be prepared to speak up for others if you witness bias, discrimination, or prejudice.
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| Clinical Governance:(where applicable) | * To adhere to all VHG policies and procedures
* To undertake all required training
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| Training and supervision: | * Weekly/Monthly supervsion
* Comply with company mandatory training schedules
* Training provided inline with agreed development needs
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| Additional information: | * Some travel including occasional overnight stays may be required
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## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | * + Previous experience in an EDI / health and wellbeing role or champion position
	+ Must be prepared to undertake a relevant EDI qualification
 | * + EDI qualification or working towards
	+ Project management qualification
	+ Occupational Health, employment advise
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| **Experience** | * + Working knowledge of EDI legislation
	+ Some experience of working with reasonable adjustments/access to work programmes
	+ Genuine passion for, interest in, commitment to, and knowledge of the principles of EDI
 | * + Support for delivery of EDI programmes
	+ Partnership building and relationship management
	+ Driving continuous improvement
	+ Time management and prioritisation
	+ Measuring effectiveness and impact
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| **Skills/knowledge** | * + Knowledge of disability legislation
	+ IT literate – intermediate level minimum
 | * + n/a
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| **Specialist training** | * + n/a
 | * + Occupational Health
	+ Disability
	+ Neurodiversity
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| **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 diversity and inclusion
	+ 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
	+ Good level of knowledge around Excel and PowerPoint
	+ Willingness to learn and develop
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# Version Control

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| Owner: | Claire Shale | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Claire Shale | Version: | V1.0 | Status: | PUBLISHED |
| Date Published: | 07/10/2022 | Code: | TBC |  |  |

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| Version: | Date: | Summary of Changes |
| V1.0 | 01/10/22 | Document created |
| V1.1 | 07/10/22 | Added role title correction and added in training and supervisions sessions  |
| V1.2 | 18/10/24 | Updated to include new role requirements. Simplified language. |