Job Description: EDI Manager

## Job details

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| Job title: | Equality Diversity and Inclusion (EDI) Manager |
| Department: | n/a |
| Location: | Remote |
| Reporting to:  (job title only) | ESG Director |
| Direct reports:  (job title only) | DLO, EDI Officers, Trainee PLO, Freedom to Speak Up Guardians |
| Accountable to:  (where applicable) | ESG Director |
| Responsible to:  (where applicable) | ESG Director |
| Job purpose: | * To lead on development and delivery of the VHG EDI strategy and action plan * To raise awareness of and act upon EDI issues across the business * To contribute to the continuous improvement of EDI competency across the business – in relation to both services, service users and people/colleagues. * To manage and lead EDI team |
| 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 * To lead the design and delivery of VHG EDI strategy and action plan * To lead on EDI related projects * To manage, support, develop and direct the activities of the EDI team * To promote and raise awareness of EDS2, WRES and WDES with the intent of improving wider engagement * To support the planning, co-ordination and delivery of NHS specific EDI requirements – inc. EDS2, WRES and WDES * Supporting delivery of our EDI Action Plan * Contributing to delivery of the specific elements of the plan * Facilitating and supporting Employee Network Groups (current and any new ones) - building partnership work between HR and the Networks * Identification of opportunities to reduce health inequalities with clinical leads and subsequently support plans to do so * Supporting delivery of our EDI Internal Comms Strategy and working with others to design and deliver EDI related promotional events and activities * Contributing to development of EDI related training included targeted development * Advising on / conducting Equality Impact Assessments * Advising others on EDI solutions and best practice * Working collaboratively with HR Business Partners to support work within departments * Horizon scanning and research - to ensure our work responds quickly to emerging issues * Contribute to strategy design and action plan to ensure services offered catered to needs of diverse populations and health inequalities considered in all the clinical work we do * To undertake any other reasonably requested activities   **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. We believe it is the responsibility of everyone to ensure their actions support this 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 if possible to do so and raise with your manager and EDI team * 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 |
| Clinical Governance:  (where applicable) | * To adhere to all VHG policies and procedures |
| Training and supervision: | * Training as identified * Weekly 1 to 1 to support activities * Monthly Performance, Wellbeing and Development meetings |
| 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** | Minimum 2 years - experience working within EDI or HR  Line management experience  Experience / Understanding of EDS2, WDES and WRES  Excellent working knowledge of EDI legislation and its application within work contexts  Genuine passion for, interest in, commitment to, and knowledge of the principles of EDI  Time management and prioritisation  Measuring effectiveness and impact  Working with senior leaders | Experience working in NHS or large organisation setting  Experience within health or social care setting  Delivering EDI programmes  Partnership building and relationship management  Driving continuous improvement  Training and capability building |
| **Skills/knowledge** | IT literate – intermediate level minimum  Presentation skills  Equality Delivery System 2 (EDS2)  Workforce Race Equality Standard (WRES)  Workforce Disability Equality Standard (WDES) |  |
| **Specialist training** | EDI | Data analysis |
| **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 | n/a |

# Version Control

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| Owner: | Ishmael Beckford | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: | Ishmael Beckford | Version: | V1.0 | Status: | PUBLISHED |
| Date Published: | 03/12/2019 | Code: | TBC |  |  |

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