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
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| 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
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| Clinical Governance:(where applicable) | * To adhere to all VHG policies and procedures
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| Training and supervision: | * Training as identified
* Weekly 1 to 1 to support activities
* Monthly Performance, Wellbeing and Development meetings
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| Additional information: | * Some travel including occasional overnight stays may be required, so a full clean driving licence is desired.
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## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** | n/a | EDI qualificationProject management qualification |
| **Experience** | Minimum 2 years - experience working within EDI or HRLine management experienceExperience / Understanding of EDS2, WDES and WRESExcellent working knowledge of EDI legislation and its application within work contextsGenuine passion for, interest in, commitment to, and knowledge of the principles of EDITime management and prioritisation  Measuring effectiveness and impactWorking with senior leaders | Experience working in NHS or large organisation setting Experience within health or social care settingDelivering EDI programmes Partnership building and relationship management Driving continuous improvement Training and capability building  |
| **Skills/knowledge** | IT literate – intermediate level minimumPresentation skillsEquality 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 skillsHigh level of enthusiasm and motivationAbility to work individually or within a team and foster good working relationshipsAn awareness of and commitment to supporting and facilitating diversity and inclusionAbility to work under pressureExcellent time management skillsCourage, 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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