

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Diversity and Inclusion Adviser	Leadership level:	<i>To be determined at later phase</i>
Post reference:	WP106 / 20501	Job family:	<i>To be determined at later phase</i>
Grade:	H	Location:	Flexible Worker
Allowances:	None	Politically restricted post:	No
Area command / Department:	People Services	Vetting level:	Recruitment Vetting <i>(need to double check)</i>
Reporting to:	Diversity and Inclusion Manager	Date accepted as a role profile:	TBC
Posts responsible for:	None		
Part A – Job Description			
Overall purpose of the role:			
Drive and embed the diversity, equality and inclusion strategy and delivery toolkits to support the Force's commitment to create a diverse and inclusive workplace which delivers a policing service which meets the needs of our diverse North East communities.			
Key responsibilities of the role:			
1	Develop and implement activity across business areas to deliver the Joint Equality Objectives of the Police and Crime Commissioner and Chief Constable, the Police and Crime Plan and our Diversity, Equality and Inclusion Strategy.		
2	Provide subject matter expertise to key stakeholders including managers, supervisors and operational leads on all aspects of diversity, equality and inclusion as and when required.		
3	Understand and monitor people data in relation to under-represented groups, analysing the data to identify disproportionality, gaps and trends in order to provide recommendations for driving change and improvements where necessary.		
4	Undertake consultation with stakeholders (for example participating in or chairing focus groups, workshops, and meetings) to ensure development and implementation of inclusive and supportive equality and diversity related policies, procedures and practices.		
5	Identify and coordinate statutory reporting requirements and external benchmarking initiatives to assess performance and inform improvements to strengthen our external brand as an inclusive employer and trusted policing service.		

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6	Shape and increase the level of employee engagement and involvement in the diversity, equality and inclusion agenda through engaging with management, staff associations, trade unions and support Associations/Networks.
7	Translate equality legislation and best practise into action within the context of the policing environment to ensure the Force meets their statutory requirements and champion's best practice.
8	Maintain an awareness of demographics of local communities, national issues, and best practice to ensure the Force reflects and understands the communities it serves.
9	Proactively engage with under-represented groups including co-ordinating and participating in both internal and external equality related campaigns and events.
10	Provide day to day support to Support Association Chairs and Co-chairs to enable them to deliver activity aligned to the Force priorities and equality objectives.
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Part B – Scope of contacts

Internal / External relationships:

Internal: Managers and Supervisors, Trade Unions, Staff Associations, Support Associations/Networks, Operational Leads e.g. Stop and Search, Use of Force, Hate Crime, key departments such as Legal, Estates, Comms and Engagement, Professional Standards, People Development, People Services, Harm Reduction and Communities Team, Neighbourhood Teams, and Community Engagement Teams to design and deliver activity to support the delivery of the Force Diversity, Equality and Inclusion Strategy.

External: Diversity and Inclusion Teams in other forces and external organisations (private, public and voluntary sectors), College of Policing, Office of Police and Crime Commissioner and North East Equal Together Forum on all matters relating to the diversity, equality and inclusion agenda.

Part C – Competencies and Values

Northumbria competencies and values framework (NCVF)

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Level – tbc

Part D – Continuous Professional Development (CPD) role 6 months *To be determined*

First 6 months

1	
2	
3	
4	

12 months and beyond

5	
6	
7	
8	

Part E - PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Subject matter expert in diversity, equality and inclusion.</p> <p>Thorough understanding of the Equality Act 2010.</p> <p>Experience of engaging with diverse communities and/or individuals.</p> <p>Understanding and demonstration of community and cultural awareness.</p>	<p>Experience in a diversity, equality and inclusion or positive action role.</p> <p>Experience working in the policing sector.</p> <p>Experience working in wider public sector.</p> <p>CIPD Qualification</p>	Application/interview/CPD

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	<p>Experience of developing organisation wide programmes and projects.</p> <p>Evidence of CPD.</p>		
Planning and organising	<p>Ability to prioritise and complete multiple complex responsibilities and projects simultaneously.</p> <p>Excellent organisation and time management skills.</p>		Application/interview/ CPD
Problem solving and initiative	<p>A proven track record of problem solving, creative thinking and exploring alternatives.</p> <p>Ability to analyse and interpret data to identify opportunities and risks.</p> <p>Ability to interpret legislation and data to inform decision making and the development of evidence based initiatives.</p>		Application/interview/ CPD
Management and teamwork	<p>Ability to work on own through self-motivation as well as working collaboratively as a team.</p> <p>Ability to build strong working relationships, demonstrating high level of professional credibility at all levels.</p>		Application/interview/ CPD
Communicating and influencing	<p>Excellent interpersonal skills. Ability to communicate sensitively and tactfully verbally according to audience.</p> <p>Highly effective written communication and presentation skills.</p>		Application/interview/ CPD

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	<p>Strong influencing skills and professional resilience.</p> <p>Ability to drive change and challenge appropriately.</p>		
Other skills and behaviours	<p>Role model who is passionate about diversity and inclusion who demonstrates professional credibility.</p> <p>Emotionally intelligent.</p>		Application/interview/CPD