

Role Profile and Person Specification

ROLE PROFILE

Role Title:	Diversity and Inclusion Manager (Communities and Partners)	Leadership level:	<i>To be determined at later phase</i>
Post reference:		Job family:	<i>To be determined at later phase</i>
Grade:	Grade K	Location:	Flexible Worker
Allowances:	None	Politically restricted post:	No
Area command / Department:	People Services	Vetting level:	Management Level
Reporting to:	Diversity and Inclusion Lead	Date accepted as a role profile:	
Posts responsible for:	Diversity and Inclusion Adviser		

Part A – Job Description

Overall purpose of the role:

Drive and co-ordinate force activity to deliver the Diversity, Equality and Inclusion Strategy and Plan to support the delivery of a policing service which meets the needs of our diverse North East communities.

Key responsibilities of the role:

1	Design and implement activity across the organisational landscape to deliver the Joint Equality Objectives of the Police and Crime Commissioner and Chief Constable, the Police and Crime Plan and the National Police Chief Council's Diversity, Equality and Inclusion Strategy.
2	Ensure compliance with all statutory and mandatory requirements for equality, diversity, inclusion, and accessibility by providing specialist advice on best practices to support the delivery of a policing service which meets the needs of our communities and engages partners to work collaboratively to tackle disproportionality.
3	Coach and support operational leads, managers and colleagues to deliver equality objectives using insight and evidence-based practice to advise on the development of strategies to drive cultural change, eliminate and reduce disparity, and build trust and confidence within communities.
4	Lead on the design and delivery of sustainable DE&I training programmes and projects that support workforce transformation and create an inclusive culture at team, departmental and organisational level to increase diversity, inclusion and wellbeing.

Role Profile and Person Specification

5	Research changes in diversity and inclusion initiatives externally and use learning to continually improve our approach to diversity, equality and inclusion to strengthen our external brand as an inclusive employer and trusted policing service.
6	Provide leadership and direction to the Diversity and Inclusion Adviser including recruitment, development and performance review, ensuring they have the skills, knowledge, behaviours and experience to be productive in their role and reach their full potential.
7	Represent the Force at national, regional and local forums and develop and maintain effective working relationships with internal and external stakeholders.
8	Support activity related to the organisation work stream where necessary, for example, delivery of engagement events and to cover periods of annual leave.
9	Deputise for the Diversity and Inclusion Lead where necessary.
10	
11	

Part B – Scope of contacts

Internal / External relationships:

Internal: Senior Leaders, Managers and Supervisors, Trade Unions, Staff Associations, Support Associations/Networks, Operational Leads, key departments such as Legal, Comms and Engagement, Professional Standards, People Development and People Services Departments to design and deliver activity to support the delivery of the Force Diversity, Equality and Inclusion Strategy.

External: Diversity and Inclusion Managers and 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)

Level – tbc

Role Profile and Person Specification

--

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>Educated to degree level or equivalent experience in relevant or aligned subject.</p> <p>Subject matter expert in diversity, equality and inclusion.</p> <p>Thorough understanding of Equality Act 2010 and Public Sector Equality Duty.</p> <p>Evidence of CPD.</p>	<p>Experience of working in diversity, equality and inclusion in a senior role.</p> <p>Project management qualification.</p> <p>Training qualification.</p> <p>Coaching and/or mentoring qualification or participation in recognised programme.</p>	Application/interview/CPD

Role Profile and Person Specification

	Experience of developing organisation wide programmes and projects.	Experience working within the wider public sector / policing sector. CIPD qualification.	
Planning and organising	Ability to prioritise and complete multiple complex responsibilities and projects simultaneously. Ability to translate vision and strategic aims into key operational objectives and plans. Ability to manage within deadlines.		Application/interview/ CPD
Problem solving and initiative	A proven track record of problem solving and critical thinking, exploring alternatives. Ability to analyse and interpret data to identify opportunities and risks. Ability to interpret legislation and data to inform decision making and the development of evidence based policy and processes.		Application/interview/ CPD
Management and teamwork	Experience of supervising and/or managing staff. Ability to build strong working relationships, demonstrating high level of professional credibility at all levels.	Experience of supervising and/or managing staff with specialist knowledge.	Application/interview/ CPD
Communicating and influencing	Strong influencing skills. Ability to communicate sensitively and tactfully verbally according to		Application/interview/ CPD

Role Profile and Person Specification

	<p>audience.</p> <p>Highly effective written communication and presentation skills.</p> <p>Ability to drive change and challenge appropriately.</p> <p>Excellent interpersonal skills.</p> <p>Ability to work collaboratively and build effective relationships with people in all job roles and of all capabilities and attitudes.</p>		
Other skills and behaviours	<p>Role model who is passionate about diversity and inclusion who demonstrates professional credibility.</p> <p>High degree of self-motivation, initiative and drive, and the ability to demonstrate professional resilience and reactivity in achieving results by enabling activity through others.</p>	Design and delivering a culture of continuous improvement with a strong focus on customer service ethos.	Application/interview/CPD