



Job Description

Post Title	Equality, Diversity and Inclusion Manager
Team	HR
Reports to	Head of Organisation Development and Design

Purpose of the Role

The Equality, Diversity and Inclusion (EDI) Manager will play a key role in implementing the EDI strategy and action plan, acting as subject matter expert on all EDI matters. Working collaboratively with colleagues across the Programme, you will ensure that the impact of our EDI-related actions are measured and that we continuously improve.

Key Accountabilities and Responsibilities

The post holder will be responsible for:

- Contributing to the review and refresh of our EDI Strategy by providing expertise and advice on EDI best practice, taking into consideration industry research and legislative changes.
- Collaborating with colleagues to develop a clear roadmap of activities, with set metrics and milestones to implement our EDI Action Plan, this includes working closely with our Executive EDI sponsors.
- Carrying out Equality Impact Assessments and policy reviews as required. Training key stakeholders to be able to support these activities across all our departments.
- Providing EDI expertise to support procurement tenders, response reviews and supply chain contracts to ensure our supply chain are delivering against their EDI and social value obligations.
- Working with our Communications and External Affairs Team, manage all associated communication activities. This includes but not limited to our calendar of events, intranet pages, and any internal or external materials.
- Co-ordinating all EDI reporting activities, producing reports on a regular or ad-hoc basis to track progress and identify areas for improvement. Contributing to our annual and statutory reporting requirements, such as our EDI Annual Report, and Pay Gap Reporting.
- Providing advice and support for workplace adjustments, as required.
- Managing our activities and relationships with external bodies such as Business in the Community, Stonewall, MPA EDI Group and Business Disability Forum.
- Working closely with HR colleagues and hiring managers to ensure diverse hiring practices are considered in all our campaigns.

Key Stakeholders and Relationships

- HR Department.
- Executive EDI sponsors.
- Key teams across the Delivery Authority including, Commercial, Procurement, Communications and Social Value.
- Houses of Parliament EDI colleagues and Workplace Equality Networks.
- Networks on other major programmes.



Qualifications, Skills and Experience

Essential

- Demonstrable and up-to-date knowledge of the Equality Act (2010), specifically the Public Sector Equality Duty, and other EDI legislation to provide sound advice and guidance.
- Proven experience of developing and implementing EDI strategies, action plans, policies and procedures.
- Excellent ability to analyse and interpret data to inform decision making and produce meaningful reports or presentations for a variety of audiences, internally and externally.
- An excellent communicator, both written and verbal, with proven ability to build effective relationships and collaborate at all levels, internally and externally.
- Proven ability to constructively challenge and influence others at all levels.
- Previous experience in a similar role within a complex project, programme or organisation.
- Previous experience of delivering training / workshops to a wide audience on EDI activities.
- Excellent knowledge of MS Office suite at intermediate level or above.

Desirable

- CIPD or another relevant professional qualification directly relating to EDI.