



## PAY & GRADING - JOB SPECIFICATION TEMPLATE

This Job Specification sheet covers specific areas of activities that are not included in the Generic Role Profile. It will include responsibilities, knowledge, skills, delivery and working arrangements relevant to this role. Please ensure that this is read and in conjunction with the given family role for the post.

Profile Owner:

### POLICE STAFF

| ROLE SPECIFIC INFORMATION          |   |
|------------------------------------|---|
| Job Title:                         | Head of Diversity and Inclusion   |
| Generic Role Profile:              | <i>Select one of the below</i><br><b>Business Support</b><br>Operational<br>Technical<br>Facilities<br>IT<br>Legal<br>Local agreement   |
| Salary Band:                       | MB3   |
| Operational / Non Operational Role | Non Operational   |
| Vetting Level:                     | Recruitment   |
| Reporting to:                      | Assistant Director Organisation Development & Learning  |
| Specific Role Purpose:             | <ul style="list-style-type: none"> <li>• Lead on and promote the development and embedding of workforce diversity and inclusion strategy which underpins delivery of the WMP2020 workforce vision and values, and People Deal</li> <li>• Engage with leaders and individuals to sponsor and encourage diversity and inclusion initiatives throughout the Force</li> <li>• Lead on the Force's equality, diversity and inclusion issues</li> <li>• Lead and manage all interdependencies across the People and OD wider portfolio to ensure equitable opportunity, support improved inclusion and valued diversity in the workplace</li> </ul> |
| Key Responsibilities:              | <b>Strategy</b> <ul style="list-style-type: none"> <li>• Set the diversity and inclusion agenda; create / deliver a robust strategy that includes a varied format of interventions that address equality, diversity and inclusion considerations specific to the Force, taking into consideration operational imperatives and the business case for change</li> <li>• Lead on the delivery of the diversity and inclusion strategy across the</li> </ul>  |

Force

### **Professional Leadership**

- Lead a team of professional staff in the delivery of a comprehensive diversity and inclusion function
- Provide expert advice to the Force on all matters relating to diversity and inclusion
- Lead engagement with regional and national stakeholders and promote innovation and best practice to enhance the profile of WMP

### **Engagement**

- Develop/engage with professional networks within Policing, with relevant partners and external bodies, to support collaborative approaches and development of diversity and inclusion activities
- Lead on the promotion of equitable opportunity to improve proportionate representation of diversity, enabling the recruitment, promotion and retention of the most competent employees from a wide spectrum of the population (prioritising positive action strands)
- Work collaboratively with senior colleagues to increase participation of all parts of the Force to ensure the principles of equality, diversity and inclusion are understood and embedded in every aspect of the Force's activities (for example, recruitment, learning and development, progression)
- Provide high level specialist guidance on diversity and inclusion; engage additional expert resource from across People and OD, and external sources as appropriate

### **Compliance**

- Establish an effective system of governance, to deliver a clear and integrated approach to diversity and inclusion across People and OD, and the Force
- Manage diversity and inclusion risks at Force level
- Support the development and implementation of the Force's policies, ensuring equality, diversity and inclusion issues are considered and reflected where appropriate

### **Change Management and Delivery**

- Experience of planning and leading change management processes
- Lead and promote a culture of positive leadership and personal responsibility throughout the Force to actively promote and engage in the diversity and inclusion agenda.
- Ensure that diversity and inclusion is effectively integrated with other strategic change projects and initiatives, to deliver a joined up delivery

|  |  |
|--|--|
|  | <p>model and approach</p> <p><b>Monitor and Evaluate</b></p> <ul style="list-style-type: none"> <li>• Develop qualitative and quantitative measures to monitor the effectiveness of the diversity and inclusion strategy and initiatives</li> <li>• Prioritise and decide on areas for development of the Diversity and Inclusion Strategy and initiatives, linked to the People Deal</li> </ul> |
|--|--|

| SPECIFIC COMPETENCIES REQUIRED FOR EFFECTIVE PERFORMANCE  |  |
|---|--|
| <b>Knowledge &amp; Experience</b><br><i>This section should detail the requirement of previous experiences and knowledge gained from academic qualifications if appropriate. e.g. significant experience of administrative duties, degree level educated.</i>   |  |
| Essential:  | <ul style="list-style-type: none"> <li>• Proven capability to lead, develop and deliver a first class diversity and inclusion function within a relatively large and fast moving organisation</li> <li>• Excellent working knowledge and understanding of equality, inclusion and diversity (theory and application, legislation and policy)</li> <li>• Proven capability re developing and implementing equality, diversity and inclusion strategies, policies and processes</li> </ul>                       |
| Desirable:  | <ul style="list-style-type: none"> <li>• Experience in the design of diversity and inclusion initiatives at a strategic and operational level</li> </ul>   |
| <b>Skills</b><br><i>This section should detail the competency requirement which could be developed through non formal training. E.g. effective time management, influencing and negotiating, effective communication including written and verbal.</i><br><i>Refer to skills database for core operational skills</i> |  |
| Essential:  | <p><b>Qualities and Skills:</b></p> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Building and maintaining effective relationships (including commissioning services and working with partners, suppliers and expert advisers)</li> <li>• Inspirational</li> <li>• Influential (both up and down)</li> <li>• Creative</li> <li>• Collaborative</li> <li>• Passionate</li> <li>• Driven to deliver</li> <li>• Excellent communication skills (both oral and written)</li> </ul> |

|  |   |
|--|---|
|  | <p><b>Competencies and Behaviours (based on CIPD HR Profession Map)</b></p> <ul style="list-style-type: none"> <li>• Professional Competence – Band 3</li> <li>• Core Competencies – Leading HR; Insights, strategy and solutions</li> <li>• Behaviours – Collaborative; Decisive thinker; Skilled influencer; Personally credible; Driven to deliver; Courage to challenge; Role model; Curious</li> </ul> |
|--|---|

|                                   |  |
|-----------------------------------|--|
| Hours of Work and Flexibility:    | <ul style="list-style-type: none"> <li>• Working outside of standard office hours may be required. There is a requirement to work flexibly at all times with due regard to prevailing workloads and priorities. Attendance at evening and other out-of-hour meetings as required.</li> <li>• There may be a requirement at times to travel to other locations within the Force area</li> </ul> |
| Agile Work Style: (if applicable) | <ul style="list-style-type: none"> <li>• 'Hot Desk'</li> </ul>   |

|                    |   |
|--------------------|---|
| Restriction Level: | <ul style="list-style-type: none"> <li>• N/A</li> </ul> |
|--------------------|---|