

Career Opportunity

Role information

Job Title	Diversity and Inclusion Specialist	Position No.	HR use only
Position type	Permanent	Hours per week	37
Location	Oxford/ working from home		
Service Area / Directorate	Business Improvement		
Responsible To	Talent Business Partner	No. of employees	0
Budget (£)	0	Assets	0
Rehabilitation of Offenders Act 1974	Not Exempt	Additional Screening	N/A
Candidate Screening	Not required		
Political Restriction	This post is not politically sensitive		

Role purpose

- Lead the implementation of inclusive people management practices
- Recognised expert supporting EDI work across the council, facilitating learning sessions, sharing and promoting good practice and ensuring high levels of engagement
- Support the development of a culture where all employees understand the legislative, moral and business benefits of diversity and inclusion

Role responsibilities and main duties

- Keep up to date with relevant legislation, good practice and provide advice, guidance and support on equality, diversity and inclusion
- Work with managers and leaders across the organisation to ensure EDI is embedded into our culture and all aspects of people management and leadership
- Review and improve all people management processes, working with colleagues in the People Team, to support diversity in our workforce and inclusion for all
- Develop and implement inclusive recruitment practices as a priority
- Support the design and delivery of learning and development activity and initiatives to build an inclusive leadership culture
- Design and deliver diversity and inclusion development sessions and workshops across the organisation to meet corporate objectives and to meet specific service needs
- Support employee networks and assist them in becoming self-managing and effective
- Support the work on our Anti-Racism Charter
- Raise the profile of EDI work through internal communications

You will be required to be flexible and carry out other duties in line with the remit of your role and to support colleagues.

Our commitment to Safeguarding

Oxford City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

Who we are looking for

Candidates will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria.

Each of the criteria below will be measured through, the application form (A), interview (I), test/exercise (T) or documentation (D).

Essential Criteria	A	I	T	D
Knowledge of relevant employment legislation and committed to promoting equality, diversity and inclusion	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Experience in a similar role providing professional support in equality, diversity and inclusion, driving change and improvements	✓	✓	✓	<input type="checkbox"/>
Cultural sensitivity and awareness in order to influence others and drive improvements	✓	✓	✓	<input type="checkbox"/>
Experience of building effective relationships with key stakeholders and decision makers at all levels	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
The ability to build the trust of colleagues across the organisation	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
The ability to work collaboratively as part of a team and to motivate and inspire others	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivated with an ability to work autonomously and use own initiative	✓	✓	✓	<input type="checkbox"/>
A flexible approach and able to adapt quickly in order to meet changing priorities and needs	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Presentation and training skills and previous experience of facilitating or supporting learning sessions	✓	✓	✓	<input type="checkbox"/>
Project-management skills	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

A I T D

Desirable Criteria

Experience of working in local government	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Negotiation and persuasion skills	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Lived experience of equality and inclusion	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>