

# Oxford City Council

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## Career Opportunity

<b>Job Title</b>	<b>Equality, Diversity and Inclusion Lead</b>
<b>Job reference</b>	<b>002115</b>
<b>Service Area / Directorate</b>	<b>Community Services / Communities and People</b>
<b>Salary and Grade</b>	<b>G8: £41,510 to £42,512 per annum - (pro rata for part time)</b>
<b>Contract</b>	<b>Permanent</b>
<b>Hours</b>	<b>37 per week</b>
<b>Location</b>	<b>Oxford City and Community Centres</b>

### The role

Oxford City Council is committed to embedding Equality, Diversity and Inclusion (EDI) in everything we do and have just launched an ambitious new EDI strategy. This shows how we will go beyond our legal duty and take a real leadership role, how we will ensure our customer experience is shaped by our EDI work and that our workforce reflects the communities we serve.

We are also in the process of realigning our locality-based teams so that the community-focused approach we have implemented since the pandemic is maintained and comprehensively embedded. We are also creating new Thriving Communities principles that show how we will work with communities and ensure an equitable approach.

This role will be key to continuing to progress this work as part of the Communities Team. However, you will also work closely with those who are responsible for workforce-related EDI in the People Team to ensure our approach is seamless.

It really is an exciting time to join Oxford City Council so if you are passionate about EDI, are motivated by working for a forward thinking and inclusive and diverse organisation, then we would very much like to hear from you.

### About us

Oxford City Council prides itself on delivering high quality, cost effective public services and is one of the most efficient, effective and ambitious councils in the country. Oxford is a vibrant and dynamic city with a global reputation and the Council sits at the centre of it all. With high aspirations for our services and employees, we are a multi award winning Council and an evolving organisation that plays an influential role in the success of the city. Working closely with our partners, we are driving a progressive agenda that is building stronger communities, tackling climate change and helping the economy to thrive. We are accredited with the Customer Service Excellence Quality Mark which helps us to ensure that the customer is always placed at the heart of everything we do.

With over 700 staff dedicated to delivering the best service possible to our communities this is an exciting time to be working in Local Government. We focus on improving outcomes for local people and you might be surprised at the range and quality of the services we provide.

We offer a fantastic range of staff benefits that include generous holiday (from 28 days a year plus bank holidays), local government pension scheme, subsidised leisure membership, discounted travel and flexible working in many roles. We offer well-defined opportunities through our learning and development programme. We also have an employee wellbeing programme, an employee assistance programme and support via our dedicated occupational health service.

## How to apply

More information is available on the role profile document. Please read this document to ensure that you meet our requirements. More information about working for the Council, our values and vision, is available on our website.

Applications should be made via our online application system.

For further information and how to apply online, please visit [www.oxford.gov.uk](http://www.oxford.gov.uk)

If you are unable to access our website please call **01865 252848**.

**Note:** For roles that require a DBS Certificate (Enhanced and or Barred List check), candidates are required to supply their complete work history. Please ensure you explain any gaps in your work history. **Information: It is intended to conduct interviews via a video conferencing platform such as Zoom or Jitsi; please contact us if this is not an option for you. For this role the successful applicant will primarily work in the Oxford City area with occasional opportunities to work from home. You should ensure therefore that you have reliable and secure wifi access; a suitable workspace and are prepared to undertake distance learning and training.**

**Closing Date:** 16 August 2022

Late applications will not be processed

**Interview Date(s):** 08 September 2022 and 09 September 2022

For an informal discussion about the post please contact Ian Brooke on 07500 950 770 or email [ibrooke@oxford.gov.uk](mailto:ibrooke@oxford.gov.uk)

## We are an equal opportunity employer:

We value the diversity of our people and actively seek to have a workforce that represents the rich diversity of the community we support. We have policies in place to ensure that every applicant and employee can flourish and succeed. Currently we are underrepresented in some areas, and would particularly welcome applicants from black and minority ethnic communities. All applicants will be given fair consideration for work and will not receive less favourable treatment on the grounds of any protected characteristic.



## Role Profiles

### Role information

Job Title	Equality, Diversity and Inclusion Lead	Position No.	HR use only
Position type	Permanent	Hours per week	37
Grade and Salary Range	G8: £41,510 to £42,512 per annum - (pro rata for part time)		
Location	Oxford		
Service Area / Directorate	Community Services		
Responsible To	Head of Community Services	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

- To project manage the development, implementation and review of our EDI Strategy; this will include managing the delivery of an action plan and setting up and administering governance arrangements
- To take a lead role on EDI within our locality teams, and support work across the council, facilitating learning sessions, sharing and promoting good practice and ensuring high levels of engagement, ownership and a positive experience
- To take a leading role in developing an inclusive culture where all employees are committed to designing and delivering services to meet the needs of all individuals and communities across Oxford

### Role responsibilities and main duties

- Keep up to date with relevant legislation, best practice and provide advice, guidance and support on equality, diversity and inclusion issues.
- To play a leading role in the council's EDI work programme and steering group, and to also pick up administering this group
- Work with our Locality based teams and across the organisation at all levels to ensure EDI is embedded into our culture and improves service provision and delivery
- Design and deliver development sessions for teams across the council on aspects of EDI such

## as Equality Impact Assessments

- Embed equal access and inclusion into our grants programme and be part of our panel to assess applications
- Support and help coordinate employee EDI network groups, and assist them to become self-managing
- Play a leading role in the EDI elements of our Thriving Communities Strategy and future strategies
- Support the work of our Business Intelligence Unit (BIU) to help enable compliance with our equalities' responsibilities through better management and use of data relating to protected characteristics
- Review, design, deliver and report back on how we communicate, consult and engage with communities.
- Support our partnership work for inclusive and accessible leisure and community facilities.
- Provide support to the Culture team to ensure events are inclusive and appeal to Oxford's diverse communities
- Take a lead on our work relating to the Anti-Racism Charter, including delivery of the action plan
- Raise the profile of EDI work through contributing articles and case studies and assisting with wording of communications e.g. for OCC website, Connected Council and Your Council newsletters

The duties and responsibilities set out in this role profile are indicative of the role. They are however, subject to change and you will be required from time to time to undertake other duties commensurate with your grade.

## 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 EDI legislation and committed to promoting equality, diversity and inclusion	✓	✓	✓	<input type="checkbox"/>
Excellent verbal and written communication skills including report writing ability	✓	✓	✓	<input type="checkbox"/>
Cultural sensitivity and awareness in order to influence others and drive improvements	✓	✓	✓	<input type="checkbox"/>
Experience of building and maintaining effective relationships with key stakeholders and decision makers at all levels	✓	✓	✓	<input type="checkbox"/>
The ability to gain and build the trust and confidence of colleagues, stakeholders and community groups	✓	✓	✓	<input type="checkbox"/>
The ability to work collaboratively as part of a multi-disciplinary and diverse 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"/>	<input type="checkbox"/>

A flexible and innovative approach and able to adapt quickly in order to meet changing priorities and needs	✓	✓	✓	<input type="checkbox"/>
Experience of working in a similar role	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Presentation and training skills and previous experience of facilitating or supporting on learning sessions	<input type="checkbox"/>	✓	✓	<input type="checkbox"/>
Project-management skills and previous experience of using these within an EDI context	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

### Desirable Criteria

**A I T D**

Educated to degree level in an ED&I related discipline or able to demonstrate equivalent experience	✓	✓	<input type="checkbox"/>	✓
Experience of working in local government	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>
Negotiation and persuasion skills	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>

### Notes to candidates

In addition to the above criteria, Oxford City Council has developed and embedded a suite of values and behaviours. Full details of these can be found on our web page, under Working for Us. Please familiarise yourself with these values and behaviours. If you are invited for interview you will be asked questions based on them.