



Role Profile

The Role		
Convention Job Title:	Specialist	Reporting to: AD Employee Experience, People & Culture
Working Job Title:	Equality, Diversity and Inclusion Specialist (EDI)	
Function / Org Unit:	Employee Experience	No. of Direct Reports:0
Job Family:	People & Culture	
Base and travel:	Negotiable	Total No of Reporting Staff: 0
Job Dimensions:	35 hrs/week, with flexible or extended hours when required.	Budget (Operating/Capital) EE Budget
1.	Job Purpose: To work with the AD Employee Experience to develop and implement the HR strategy, specifically in relation to equality, diversity and inclusion (EDI). To be the organisational lead on all Equality, Diversity & Inclusion (EDI) matters, partnering with all areas of the business, the EDI specialist will ensure that diversity agendas are successfully implemented in line with RSPCA values. The EDI specialist will be committed to providing an effective, high quality service that helps RSPCA build a positive, inclusive and equitable working culture while making EDI part of all we do. The post holder will be committed to driving improvement and change through collaborative working. The EDI specialist is responsible for recognising, creating and implementing plans to promote EDI within RSPCA. This includes promoting and developing awareness and training programmes to enhance employee understanding on EDI issues.	

2. Principal Accountabilities:

Strategy and Leadership

- Work with the AD Employee Experience and relevant internal and external stakeholders to develop and deliver the Society's EDI strategy, linking to the 2021-2030 strategy, to meet organisational needs and to attract and retain a skilled, diverse, workforce. To identify, prioritise and ensure the completion of operational priorities.
- Work with the AD EE and AD P&C (Operations), partnering with the HR Operations Centre and Business Partners to support on all EDI matters across the organization.
- Work proactively with the above teams to put in place initiatives and programmes which anticipates and remedies the key drivers for EDI issues across the organisation
- As the subject matter expert, provide advice and guidance to HR colleagues and senior management on EDI issues and the interpretation and application of equality related, and relevant case law. To analyse and provide advice on specific areas of business risk and organisational change.
- Oversee the development of effective management information and strategic analysis in relation to EDI data, identifying and commenting on trends and making recommendations, where appropriate.
- Lead strategic EDI input into key organisational processes, such as reasonable adjustments, recruitment and selection, a leadership framework and performance management appraisals.

Policies, Procedures and Processes

- Responsible for the development, review and implementation of policies, procedures and working practices in relation to EDI, ensuring compliance with relevant legislation and best practice.
- Work collaboratively with senior members of the People & Culture team to drive change in relation to EDI through the effective implementation of revised policy. To communicate new policies and practices to Line Managers and staff through planned change programmes appropriate to organisational needs and ensuring ongoing process development.
- Responsible for the design and delivery of training solutions and education linked to areas of responsibility
- Oversee the management of compliance with EDI procedures and processes.
- To support the wider HR team to advise the organisation on equality matters throughout the employment lifecycle, including recruitment, sickness absence, reasonable adjustments, and any potential harassment.
- Develop and implement strategies and initiatives to advance EDI as part of our employee engagement work.

Equality, Diversity and Inclusion

- To lead on revision and development of the Society's Equality and Diversity policy to ensure the promotion of access to and equality of

opportunity for staff across the Society.

- To design and develop an action plan to support the implementation of the Equality and Diversity policy and the Society's strategic employment objectives.
- To work in conjunction with colleagues in the wider HR department to implement the collection and periodic update of equal opportunities monitoring data into the recruitment process and the roll out of the collection of data from existing members of staff.
- To use equality and diversity monitoring data to analyse staff demographics and identify any structural barriers to inclusion and options for addressing them.
- To provide expert advice to the People Team, Society managers and staff on the matters relating to diversity, equality and inclusion, including recruitment and selection, training, compliance with legal requirements under the Equality Act 2010 and Society policy.
- To draw up action plan to prepare for completion of employer charter marks, working in conjunction with colleagues across P&C
- To develop and publish content for the Link and other internal communications channels promoting best practice in relation to diversity, equality and inclusion.
- To develop and publish content for the RSPCA website to promote the Society as an employer of choice and its inclusive approach.
- To develop and implement equality impact assessments of new and reviewed People policies, procedures and processes.
- To work in conjunction with the Health, Safety & Wellbeing Team to develop processes for the promotion of support for employees with Dyslexia, including provision of screening and the use of the Access to Work scheme.
- Supporting and guiding the recruitment team to help create a brand that appeals to diverse applicants and removes bias
- Identifying external trends and recognising best practice which will increase diversity among the workforce
- Maintaining relationships with diversity related businesses, with the intention of working together and improving your company brand
- Preparing and building relationships among colleagues, including L&D, on diversity and inclusion training and other initiatives
- Provides advice and support to leaders and colleagues involved in and affected by EDI work
- To design robust, evidence-based interventions to promote Equality, Diversity, and Inclusion within the organisation, working within the bounds of good employment practice.
- To lead or participate in the Equality & Diversity project plan and working groups encouraging participation and engagement from a cross-section of the organisation and leading a team of voluntary E&D Champions.
- Work with internal communications on promoting an inclusive culture
- Run focus groups with staff and work with the ERE manager on staff surveys.

Other

- To provide holiday cover for Employee Relations and Engagement manager
- Attend and if appropriate lead meetings, briefings and working groups in relation to area of expertise
- To lead on, and contribute to, specific HR-related projects from time to time and as required researching, progressing and coordinating the project and making recommendations for future action within the Society.

	<ul style="list-style-type: none"> • To support the Employee Relations and Engagement Manager on the creation of staff networks and their means of operation, and to work collaboratively on their implementation, promotion and operation • To act as a stakeholder on the development of an employee engagement plan working with P&C colleagues and colleagues in internal communications <p>While at work all staff are required to:</p> <ul style="list-style-type: none"> • Adhere to the Society's charitable objectives which are to promote kindness and prevent cruelty to animals. • Understand and comply with the Society Code of Conduct. • Take care of their own health and safety and that of others who may be affected by their acts and omissions. • Co-operate with Society policies and procedures. <p>In addition to your normal duties, you may occasionally be required to undertake such other reasonable duties as necessary to meet the needs of the Society.</p>
3.	<p>Key Competencies:</p> <ol style="list-style-type: none"> 1. Specialist knowledge 2. Commercial & strategic thinking 3. Planning, action orientation & results driven 4. Quality orientation 5. Influencing & engagement 6. Oral and written communication 7. Flexibility and resilience 8. Personal motivation
4.	<p>Communications and Working Relationships: HR Team, including HR Business Partners, Employee Experience team, Assistant Director HR Operations, Internal Comms team, other stakeholders in relation to Equality Diversity and Inclusion</p>
5.	<p>Framework, Boundaries, Decision Making Authority and Responsibility:</p> <ul style="list-style-type: none"> • Can make decisions on their own within parameters, supported by recognised procedures or guidance

	<ul style="list-style-type: none"> • Not accountable for any budget, but is responsible for data and knowing when to send to relevant parties • Responsible for ensuring charter mark standards are met
The Person	
6.	Qualifications: CIPD Level 5 or equivalent experience
7.	Knowledge & Experience: <ul style="list-style-type: none"> • In-depth working experience of equality and diversity in large, complex organisations • Expertise in relation to EDI legislation, policy and practice, including but not limited to the Equality Act 2010 • Experience of successfully engaging with and influencing senior level staff to develop and implement actions or KPIs related to EDI. • Experience of monitoring, reporting and evaluating outcomes of key EDI objectives.
8.	Skills and Personal Qualities: <ul style="list-style-type: none"> • Ability to be flexible and act as a champion of change, contributing at a strategic level, anticipating and planning for change and identifying business focused solutions • Project management experience in managing institutional wide projects successfully and communicating the impact • Specialist knowledge in one or more areas of EDI and ability to demonstrate the change and impact on those groups • Experience of monitoring, reviewing and developing policies and working practices. 9. Ability to drive for impact with a pragmatic approach to working with key stakeholders • Excellent ability to work autonomously using own judgement to make strategic and operational decisions and as part of a team • Ability to work with staff and colleagues at varying levels across the organisation • Drive, enthusiasm and strong personal commitment to equality, diversity and inclusivity • Effective communication and negotiation skills and a persuasive, approachable manner.

Creation and Authorisation		
<i>Statements in this Job Description are intended to reflect, in general, the duties and responsibilities of the position, but are not to be interpreted as totally inclusive.</i>		
Profile written by: Jeremy Gautrey-Jones	Role: AD EE	Date: 30/05/21

Approved by (operations):	Role:	Date:
Approved by (HR): Caroline McCague	Role: AD HR Operations	Date: 7/6/21
Date Job last evaluated:		

Key tasks and responsibilities:

15. Person Specification

- 1.5. 14. Respect and reflect Family Action's values at all times, which underpin Family Action's mission of 'building stronger families' by:
- a) Being people focused
 - b) Reflecting a 'can do' approach
 - c) Striving for excellence in everything we do

d) Having mutual respect for everyone we work with, work for and support through our services