

Job Description: HR Officer (Equality, Diversity and Inclusion)

Reports to: HR & OD Adviser

Directorate/Team: Deputy Chief Executive /HR and Payroll

Grade: Grade 4

Job Purpose:

To support the implementation, embedding and delivery of strategies to improve and develop the LGA's approach to Equality, Diversity & Inclusion (EDI)

To support the Local Government Association (LGA) Human Resources function to develop and implement Human Resources and Organisational Development strategies in order to improve organisational performance, support change management, and provide professional HR advice to managers.

Core Accountabilities:

1. Organise and support meetings, events and functions to support delivery of LGA priorities.
2. Contribute to the delivery of the team's agreed objectives.
3. Participate in relevant projects that support the delivery of the LGA Business Plan.
4. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies
5. Undertake any other duties and responsibilities appropriate to the post.

Role Specific Accountabilities:

1. Maintain professional and up to date knowledge of changes to equality, diversity and inclusion, employment legislation, policies and professional best practice.
2. Co-ordinate the people/HR/EDI elements of relevant LGA projects to ensure the delivery of the LGA Business Plan.
3. In conjunction with the HR & OD Adviser co-ordinate, develop and deliver against the LGA's EDI action plan. Monitor activities against the action plan and ensure accurate reporting on progress and risks, producing and presenting reports to relevant stakeholders including, at times, the Strategic Management Team.

4. Contribute to the wider EDI agenda at the LGA, supporting projects where appropriate, working with colleagues who may be delivering EDI activity in other teams.
5. Work with and support the LGA's EDI steering group and staff networks taking an intersectional approach where relevant.
6. Where appropriate commission external support, to inform the LGA's approach to EDI and other associated projects.
7. Work with the Learning & Development Officer to deliver a review of the LGA's appraisal process and create a suite of relevant EDI learning opportunities for staff.
8. Identify external benchmarking and best-practice. Develop networks to ensure that these remain current.
9. Work with internal communications colleagues to feed into the internal communications plan as well as deliver and support delivery of relevant events to all LGA staff.
10. Contribute to the delivery of HR services to LGA departments in order to meet organisational need, building effective working relationships with colleagues and promoting the image of the HR service as proactive and customer-focused.
11. Support the HR and OD Adviser in managing employee relations casework, providing professional and timely advice, referring complex or high-risk issues as appropriate, and working with managers to find acceptable solutions to people management issues
12. Provide HR advice to managers and staff in the LGA on the application of HR policies and procedures.
13. Work collaboratively with key stakeholders to determine areas for improvement and optimisation, deconstructing issues and developing a solution-focused approach.

Relevant Contacts:

LGA staff

ADASS, CCN, CfPS, PSAA

Local Partnerships

Other

Trade Union Representatives

Partner organisations in the public and private sector.

Post number:

Person Specification: Human Resources Officer (EDI)

Qualifications	<ul style="list-style-type: none"> • CIPD accredited qualification or equivalent
Knowledge and experience	<ul style="list-style-type: none"> • Experience of co-ordinating wide-ranging EDI activity from a HR perspective. • Experience of providing HR advice to managers, including applying experience and judgment where relevant • Up to date knowledge of EDI, employment legislation and its application including the Equality Act and the use of positive action. • General understanding of current thinking of EDI and the wider HR field • Experience of working in a customer-facing service • Experience of using people data to support / reject arguments in relation to EDI and, where relevant, using this data to drive change. • Understanding of the structure, role and remit of local government and local democracy
Skills and abilities	<ul style="list-style-type: none"> • Ability to analyse problems and develop solutions, within policies and procedures, with advice and support available from the HR and OD Adviser. • Project co-ordination skills with the ability to deliver against completing projects and deadlines. • Excellent written skills, with the ability to accurately summarise and convey information • Able to deliver under pressure, prioritising work against competing demands to meet deadlines • Self-motivated and self-supporting • Positive, flexible and responsive, with a dynamic and creative approach to problem solving • A demonstrable commitment to customer care and personal and professional development • Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy • Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required • Ability to work as part of a team and to support others • Flexible approach to work, with a keenness to adapt to meet changing work requirements • A positive, “can do” attitude

Post number: