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| **Role Title** | Equalities, Diversity and Inclusion - HR Consultant |
| **Grade** | 13 |
| **Reference Number** |  |
| **Service** | HR & Cultural Change |
| **Function** | HR, Talent & Culture Change |
| **Reporting Manager** | Organisation Effectiveness & Culture Change Manager  |

**Role Purpose**

To develop and lead on a specific HR discipline, providing an expert reference point to deliver innovative EDI and employee engagement solutions to achieve organisation effectiveness. This role is responsible for developing innovative and future focused solutions to deliver our ambitions within Our People & Culture Strategy, with a specific focus on Equality, Diversity and Inclusion (EDI).

The post holder will work with, manage, influence and challenge a range of stakeholders, creating medium to long term value to a wide audience on EDI to deliver the strategic and operational priorities of our HR & Cultural Change service as well as our Council’s Services.

You will lead and manage projects across ‘Our People and Culture Strategy’ to ensure that EDI is embedded across all pillars, as well as our ‘Including Everyone’ framework and our specific Race Equality action plans. This role will drive and support OCC’s value of ‘daring to do it differently’ as the organisation continues to strive to do better.

**Corporate Accountabilities**

* Work with colleagues within the team, partners and across the service to **deliver high quality services** to our residents, customers and internal colleagues.
* **Take ownership of their own development and professional growth** by keeping up to date with latest developments, legislation and government changes in their area of specialism and sharing best practice with wider team and colleagues across the service.
* **Responsible** to find proactive resolutions **working closely** with managers and technical or professional leads ensuring risks are mitigated.
* **Demonstrate professionalism** at all times being a role model for their behaviour, conduct and embrace matrix working, removing silos.
* **Recognise duty and responsibility to take care of resources, financial and otherwise**.

**Equalities, Diversity & Inclusion Consultant**

This role is responsible for the strategic delivery of the Inclusive Workforce (Pillar 3) of the Council’s Equalities, Diversity and Inclusion strategy titled ‘Including Everyone 2025 – 2029’ framework which aims to create a fair and inclusive workplace culture. This role will work in partnership across the organisation,with the Council’s Senior Policy Officer (Equalities) and with our colleague inclusion networks to ensure that a holistic approach is taken to deliver our ambitions and priorities

This is a strategic HR role, responsible for creating, driving and delivering innovative, future-focused solutions that will create a supportive and inclusive employee community that reflects the diversity of Oxfordshire. It will ensure we create an environment that values the lived experience our colleagues bring to their work, where leaders embrace diversity of thought and promote inclusion.

The post holder will work strategically across the HR Service and OCC, with responsibility for EDI across our People and Culture strategy, plus the ‘Inclusive Workforce’ pillar of OCC’s ‘Including Everyone’ framework. This will include:

* Analysing and improving our use of workforce data and insight to identify gaps, set organisational goals and measure progress, benchmarking with other organisations.
* Embedding a programme management approach to ensure accountability for the delivery of actions.
* Collaborating with our colleague networks, listening and acting on feedback to improve employee engagement and promote inclusion.
* Evaluating our recruitment practices to understand the data and put in place recommendations to remove identified bias, diversify our talent pipelines and create ‘an inclusive by design’ process.
* Creating learning opportunities which support conscious inclusion and empowering our leaders to create safe spaces where everyone can bring their best selves to work.
* Implementing impactful and creative communications and engagement strategies to ensure that inclusion is championed and at the heart of what we do.
* Reviewing the data and insights from Gender and Ethnicity pay gap reporting, implementing and reporting on recommendations to close the gap.
* Work with partners and colleagues from other councils to establish a wider perspective and identify and bring back best practice ideas
* Acting as a strategic advisor to senior leaders on matters of diversity and inclusion, promoting best practice and challenging stakeholders.
* Horizon scanning to understand the wider socio-political context and anticipate future inclusion related conversations, translating this into people practice.

You will be part of the Strategic Employee Engagement and Communications team, which is responsible for delivering on the ‘THRIVE’ workstream of Our People and Culture strategy.

**Portfolio Accountabilities**

* Develop and deliver innovative EDI solutions to achieve Our People and Culture strategy
* Develop a good understanding of organisational people issues within your centre of excellence specialism to support Strategic People Partners to deliver their workforce plans and implement medium and long-term effective people solutions to drive key priorities and the required outcomes.
* To develop and create people solutions, ensuring they are agile, innovative and future focused whilst enabling evidence-based decisions through data and insight / technology.
* Matrix-manage colleagues maintaining a highly competent, creative and participative culture through visibly effective leadership
* Deliver high quality and consistent services to customer in line with agreed service standards across a wide range of services, provide expert advice as appropriate to colleagues and employees
* Build links with professional and national workforce bodies to identify priorities within centres of excellence field
* Draft complex reports on issues and initiatives and prepare and present reports to key stakeholders where applicable
* Ensure that talent is identified, managed, developed and retained, with key issues being addressed, in consultation with Strategic People Partners and Council management team, ensuring targeted programmes are delivered
* Project manage service specific or organisation-wide projects in specified HR specialism including matrix management of resources from across the HR and other functions
* Initiate, develop, recommend and implement policy and practice working collaboratively across the HR & Cultural Change service and consulting with key stakeholders to ensure effective implementation enhancing the customer experience ensuring a holistic view of policy development is undertaken to ensure that all published information is joined up and cohesive
* Contribute to the development and implementation of the organisation’s strategies which support and enable transformational change within the organisation
* Contribute to the delivery of a programme of learning for customers to stimulate culture change and maximise effective utilisation of the new services available
* To work with the Council’s recognised Trade Unions as required
* To use computerised systems, technology, artificial intelligence (AI) and digital solutions to drive an efficient and effective service.
* Provide leadership, advocacy and expertise on equality, diversity and inclusion (EDI) ensuring EDI is integral to the work of the function and adheres to all legal and mandatory requirements.
* Evaluate risk and make changes to established plans to react to significant business challenges, opportunities or threats.
* To ensure that GDPR processes and protocols are in place to safeguard data and information.

**Knowledge / Skills / Experience Required**

The post holder will be an HR professional with strong experience of planning, organising and co-ordinating professional HR services within a complex business focused environment.

The post holder will require conceptual understanding and a great depth of knowledge of Equality, Diversity and Inclusion (EDI), as well as proven experience of delivering impactful EDI initiatives in an organisation. The post holder is required to have:

* Experience of operating strategically to embed EDI into people practices delivering impactful outcomes.
* In depth understanding of the relationship between people and business strategy, and complexities and relationships between all components of the HR service
* Ability to apply strategic awareness to problem solving and decision making in a complex political/business environment.
* Ability to interpret and distil complex data and information and present complicated issues in a simple way.
* Excellent stakeholder engagement skills, with the ability to persuade others and influence outcomes critical to the business.
* Significant experience of using a range of communications channels and methods to reach diverse audiences
* Project manage organisation-wide and service specific projects and related initiatives, making connections and developing effective workplans.
* A good communicator with excellent spoken and written communications skills, including presentation skills, with ability to use different communication techniques i.e. technology, social platforms etc.
* Experience of managing flexible resources via matrix management within a complex business environment, comfortably working across organisational boundaries.
* In-depth knowledge of EDI legislation (such as the Equality Act 2010) and best practice, including relevant policies, procedures and workplace practices.
* Ability to horizon scan and anticipate future inclusion related regulation and legislation (e.g. Works Rights Bill, Supreme Court Ruling) and translate this into OCC practices and inclusion aspirations.

**Working Arrangements**

* Able to travel across the county and work from various office locations within the county.
* Contractual base as detailed on contract, but able to work on a flexible basis in line with our Agile Working Policy.

**Leading Through Our Values and Behaviours**

Providing clear and visible leadership by putting our values front and centre of every behaviour, decision and action.

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently