Job Description

Post Title: Equality Diversity Inclusion and Safeguarding Officer

Directorate: Service Delivery

Department: Safer Communities

Location: Service Headquarters

Grade: E/F Date: May 2020

Responsible To: Equality Diversity Inclusion and Safeguarding Manager

Liaison With: Middle and Supervisory Managers, Internal and external stakeholders, Representatives from other organisations.

Purpose of Job:

To contribute to the delivery of the organisations work in promoting and raising awareness of equality, diversity, inclusion and safeguarding both in the workplace and in service delivery.

This will include supporting the organisation in having a positive impact on advancing equality, diversity, inclusion and safeguarding through research, best practice, effective analysis of need, support for organisational policy and procedure development and through monitoring and evaluation.

To advise and support managers, relevant officers and key stakeholders both internally and externally on legislation and best practice and supporting network groups in improving equality, diversity, inclusion and safeguarding.

To ensure the Service meets its legislative duties and the expectations outlined within the Fire Service National Framework, Public Sector Equality Duty and National Fire Chiefs Council (NFCC) Safeguarding Guidance for Children, Young People and Adults. The role will provide advice and guidance to service staff and utilise knowledge and expertise from external partners, organisations and stakeholders to enhance the Service’s interaction with the local community.
Main Activities, Duties and Responsibilities:

1. Assist in the development, implementation and influence of equality, diversity, inclusion and safeguarding through strategy and action plans throughout the organisation.

2. Analyse equality, diversity, inclusion and safeguarding implications to support the preparation of timely and accurate reports on related strategy and action plans as required.

3. Facilitate the mainstreaming of equalities, diversity, inclusion and safeguarding into the organisational framework, service planning, performance management and employment practices. Whilst assisting in the achievement of continuous improvement in agreed employment and service targets.


5. Develop and sustain strong and positive working relationships with internal and external partners in order to support the development, delivery and implementation of the organisations strategy and action plans.

6. Identifying and promoting good practice as appropriate and maximising opportunities for collaborative working between partners on specific issues.

7. Support relevant partnerships, network groups and the organisation in monitoring, reviewing, implementing and evaluating their performance and improvement in relation to equalities, diversity, inclusion and safeguarding.

8. Advise on trends, monitoring criteria and as necessary participate in audits, call for evidence and inspection documentation submissions.

9. Detail strategy and action plan within the Department Plan.

10. Provide support, advice and guidance to managers and staff in relation to equalities, diversity, inclusion and safeguarding requirements, policies and procedures through the delivery of appropriate learning and development to enable a consistent organisational approach.

11. Develop, and maintain processes to monitor and evaluate performance to ensure that the organisation is meeting all of its statutory duties.

12. Assist in the development of a communications and engagement programme to achieve an effective continuous rise in awareness and understanding of equality, diversity, inclusion and safeguarding across the organisation.
13. Gain proactive stakeholder participation in working with relevant organisation network groups, strategic level groups and partnership groups across organisational boundaries to develop practical ways and share good practice to champion equality, diversity, inclusion and safeguarding issues. Assisting them to work together effectively with the wider workforce and communities of Leicester, Leicestershire and Rutland.

14. Work directly with relevant partnerships to ensure there is a robust evidence based approach to understanding community need in order to support effective assessment of equality, diversity, inclusion and safeguarding implications in decision making.

15. Assist in undertaking projects as required, which are relevant to supporting equalities, diversity, inclusion and safeguarding including in areas such as integration, community engagement and vulnerable persons.

16. Assist in establishing and maintain links with key external agencies and groups such as NFCC, AFSA, Home Office etc.

17. Attend internal and external meetings as appropriate and report back with organisational actions.

18. Provide advice and guidance to the HR and Recruitment Team in areas such as recruitment, selection, retention, monitoring and training with particular regard to ensuring effective ‘positive action’.

19. Work effectively as an Inclusion Team to provide an effective and efficient support service.

20. Develop, provide advice, guidance and monitor Equality Impact Assessments.

**General**

21. To ensure that all tasks associated with this post are carried out to clearly reflect the Service’s Equality, Diversity Inclusion and Safeguarding policies.

22. To maintain compliance with the Health and Safety policies of the Service at all times.

23. To understand and comply with Data Protection legislation.

24. To undertake to carry out any such duties as may from time to time be agreed and directed by the Chief Fire Officer, which are commensurate with the grading of this post.

**Special Features**

25. Have the ability to travel to venues within the service area or across Great Britain to facilitate the role.
### Additional Information for Job Evaluation

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<thead>
<tr>
<th>Budget Directly Responsible For:</th>
<th>Nil</th>
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<tbody>
<tr>
<td>Budget Indirectly Responsible For:</td>
<td>Equality Diversity Inclusion and Safeguarding Budget</td>
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<tr>
<td>Number of Employees Responsible For:</td>
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<tr>
<td>Qualifications and Experience Required:</td>
<td>As per person specification</td>
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