

Job Description

Post Title:	Diversity Community Engagement Officer		
Directorate:	People and Organisational Development		
Department:	Human Resources		
Location:	Service Head Quarters, Birstall		
Grade:	E	Date:	March 2023

Responsible To:	Recruitment Lead
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Liaison With:	Directors, Area Managers, all employees across Leicestershire Fire & Rescue Service (LFRS), Trade Union Representatives, external stakeholders and suppliers.
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Purpose of Job:

The role will focus on engaging with colleagues, partners and the wider communities of Leicester, Leicestershire and Rutland to:

- Understand what barriers may prevent under-represented groups accessing employment, progression, and engagement opportunities with the Fire Service.
- Research, design, deliver and measure the impact of positive action activities, with the specific aim of increasing the diversity of our workforce and developing an inclusive culture.

Main Duties & Accountabilities

- 1.** Working with key stakeholders across LFRS develop a Positive Action plan, as part of the wider Equality, Diversity and Inclusion Scheme, and keep plans and documents up to date for meetings and reporting
- 2.** As part of the Positive Action plan, work with colleagues and the community to design and develop initiatives to reach under-represented groups and ensure they are fully aware of the opportunities to engage with LFRS. e.g. recruitment campaigns, events, workshops, initiatives etc.
- 3.** Co-ordinate LFRS stakeholder engagement in key community forums in order to develop and maintain effective relationships with community groups and organisations to build trust and confidence and break down barriers. Encouraging collaboration between colleagues and the community.
- 4.** Promote LFRS as an employer of choice within under-represented communities. Increase confidence and promote inclusiveness by liaising with key individuals and attending events and meetings.
- 5.** Research other organisations' positive action initiatives which have proved successful in raising awareness of opportunities.
- 6.** Complete EQIA's (Equality Impact Assessments) for positive action and support colleagues to complete EQIAs in their work.
- 7.** Work with other stakeholders, in particular Leadership and Organisational Development, to design and deliver targeted development which supports career management for individuals in underrepresented groups.
- 8.** Compile and maintain, in a centralised location, a contacts/activity database and a variety of template documents and materials used in the delivery of positive action campaigns internally and externally.
- 9.** Monitor and analyse promotion and recruitment campaigns for adverse impact. Where necessary, make recommendations for improvements.
- 10.** Monitor and analyse information collated at events in relation to underrepresented groups and prepare reports identifying reach, attendance, feedback and what action needs to be taken, ensuring that confidentiality is always maintained, in line with the Data Protection, Freedom of Information, other legislation and best practice.
- 11.** Working with regional colleagues and other emergency and public services to share resources and ideas for positive action.
- 12.** Maintain all EDI paperwork & Logs – activity spreadsheet
- 13.** Build and maintain a calendar of events and promote these

Other

- 14.** To carry out all tasks associated with this post in accordance with Leicestershire Fire and Rescue Service's Equality and Diversity Policies.
- 15.** To maintain compliance with Leicestershire Fire and Rescue Service's Health and Safety Policies.
- 16.** To carry out such duties as may from time to time, be agreed and directed by the CFRO which are commensurate with the grading of this post.

This job description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of an individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result, the Authority will expect this job description to be subject to revision.

Signature of Post holder _____ **Date** _____

Additional Information for Job Evaluation

Budget Directly Responsible For:	£50K
Budget Indirectly Responsible For:	0
Number of employees Responsible For:	0
Qualifications and Experience Required:	<ul style="list-style-type: none">• Minimum GCSE level education (or equivalent), including English and Maths at grades A-C (or equivalent)• Level 3 certificate in Equality & Inclusion (desirable)