

## Person Specification

<b>Post Title:</b>	Diversity Community Engagement Officer		
<b>Directorate:</b>	People and Organisational Development		
<b>Location:</b>	Service Headquarters, Birstall		
<b>Grade:</b>	E	<b>Date:</b>	March 2023

### Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	<b>Requirements:</b> <b>E = Essential</b> <b>D = Desirable</b>	<b>E/D</b>	<b>Measure (see below)</b>
<b>Knowledge and Experience</b>			
<i>Analysing</i>	Experience of analysing people data in order to identify trends and patterns, in particular recruitment activities.	E	2
	Proven understanding of how data can be used to provide solutions and recommendations for future campaigns	E	2
<i>Adhering to principles and values</i>	Proven understanding and awareness of the impact of different cultural backgrounds, values and customs.	E	1,3
	Experience of working with under-represented communities (e.g. BME) to understand their needs and preferences.	E	1,3
	Experience of engaging with different communities, promoting progression and opportunity (not necessarily recruitment/career based).	E	1,3
<i>Planning &amp; Organising</i>	Experience of managing physical and human resources to time, budget and quality outcomes to achieve organisational strategies and objectives	E	1,3
<i>Job Specific</i>	Proven knowledge of what positive action means in theory and in practice;	E	1,3
	Fluent in a relevant second language e.g. Gujarati, Punjabi, Urdu, Hindi.	D	1
	Understand the challenges facing a public sector organisation.	D	1

Equality and Fairness			
<i>Minimum requirement Particular EO requirement for the post</i>	Sound knowledge of and commitment to Equality, Diversity & Inclusion	E	1,3
<i>This is law and part 7 of the Code of Practice on the English Language requirements for public sector workers.</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	3
Qualifications and Training			
<i>Academic Professional Job related Vocational</i>	Minimum GCSE level education (or equivalent), including English and Maths at grades A-C (or equivalent)	E	1,5
	Level 3 certificate in Equality & Inclusion	D	1,5
Skills			
<i>Adhering to principles and values</i>	Able to engage with people from diverse backgrounds, skills and knowledge, from within and outside of LFRS in order to promote the Service as an employer of choice.	E	3
<i>Working with people</i>	Capable of quickly establishing and maintaining effective working relationships with people of all levels; able to navigate complex conversations around sensitive issues.	E	1,3
<i>Deciding and initiating Action</i>	Skilled at recognising cultural challenges. Can handle objections convincingly able to remain focussed on key messages.	E	3
	Can work independently without the need for constant guidance and takes responsibility for own tasks.	E	3
<i>Persuading and Influencing</i>	Able to get people on side and support ideas, influencing people at different levels of an organisation	E	1,3
<i>Analysing</i>	Can research, plan, deliver, evaluate and present recruitment and promotion campaigns.	E	2
<i>Creating and Innovating</i>	Able to create a Service-wide environment of improvement, capable of coming up with new ideas and suggest innovative solutions for increasing the diversity of the workforce	E	2
<i>Job Specific</i>	Able to effectively use MS Office suite, at intermediate level	E	1
Other			
	Must be willing to undertake a basic criminal record check	E	1,5
	Must be flexible in terms of working hours. To be prepared to work on average 4 times per month outside of normal	E	1

	business hours (a flexitime scheme is in operation)		
	Must be able and prepared to travel and work at any location within the Leicester, Leicestershire and Rutland area as required by the role	E	1,5

### Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

### Measures

**1** = Application form

**2** = Testing

**3** = Interview

**4** = Pre-screening

**5** = Other (e.g.: DBS check/ Certificates)