

JOB DESCRIPTION

JOB TITLE:	Diversity, Equity and Inclusion (DEI) Business Partner
MANAGED BY:	Head of HR
GRADE:	10

BACKGROUND

The West of England Combined Authority is seeking to appoint to a new post of Diversity, Equity and Inclusion (DEI) Business Partner, sitting within the HR Team.

This is an exciting time to join the West of England Combined Authority. In the last year nearly three quarters of a billion pounds of new investment has been secured for the region. New plans are in place to deliver on Mayoral priorities to improve transport, skills and housing for our residents, take decisive action to tackle the climate emergency, and to support communities facing the cost-of-living crisis. There is a relentless focus on delivery to put the West of England on the map for regional, national and global success.

Led by the regional Metro Mayor, the West of England Combined Authority brings together three local councils, the Local Enterprise Partnership and works with communities, other public services, and industry to deliver for the region.

Come and help shape the future of the West of England, a place so many people are proud to call home.

THE ROLE

To support the Combined Authority in achieving its corporate aim of reaching more people by understanding and responding to the needs of groups who are currently under- represented across the region.

Taking a lead role in Diversity, Equity and Inclusion (DEI), you will develop the DEI framework and approach to support the Combined Authority's commitment to creating an inclusive working environment that promotes equality of opportunity and diversity for all staff members.

You will support in driving our new Values Behaviours Framework ensuring these are underpinned with enhanced DEI objectives.

You will project manage the organisation's first comprehensive DEI Framework to work towards continually progressing the Combined Authority further forward with this agenda. Working with the wider HR team and other colleagues at all levels, you will influence change in policies, practices and provision that disproportionately disadvantage people according to their sex, race, religion or belief, disability, or any other protected

characteristics.

You will develop, implement, and oversee strategies to:

- Be responsible for the creation and delivery of the DEI action plan in conjunction with the DEI Staff Advisory Group.
- Seek out best practice on policy and corporate delivery inside and outside of the Combined Authority's partnerships.
- Provide regular reports on the delivery and progress of the action plan to relevant stakeholders, including the Corporate Leadership Team.

KEY RESPONSIBILITIES

Deliver expert knowledge to improve diversity and inclusion, including advise and supporting the HR team, Combined Authority colleagues and partnership organisations in the development of a truly diverse workforce and inclusive workplace culture, where everyone feels they belong.

- In partnership with L&OD Partner, research, plan and deliver training programmes for employees that will improve and strengthen skills and knowledge around diversity and inclusion.
- Collaborate with the Combined Authority's Resourcing Manager to ensure that our recruitment policies and processes support our Inclusion and Values Framework.
- Influence and provide relevant literature to the Communications team to provide insight and guidance to enhance diversity and inclusion messaging.
- Ensure adequate systems and processes are in place to gather, analyse and report diversity and inclusion and related data.
- Provide timely information and reports to enable strategic plans to be progressed and developed in relation to diversity, equity and inclusion.
- Gather, analyse, prepare and present diversity data from across the organisation.
- Play a leading role embedding the Values Behaviour Framework, underpinning DEI values, ensuring these become day-to-day working objectives.
- Review and develop the Combined Authority's approach to the governance and management of diversity, equity and inclusion to enable delivery of agreed actions.
- To act as the lead point of contact for issues relating to diversity and equity in the workplace, providing advice, support and guidance to staff, managers and colleagues in this area.
- To maintain a thorough knowledge of equalities legislation and practice and develop strategies and measures to ensure compliance with statutory requirements and best practice.
- To develop a programme of events that supports diversity, equity and inclusion, including planning and delivery of workshops and training sessions.
- To ultimately oversee and lead DEI initiatives and projects in partnership with internal stakeholders.

PERSON SPECIFICATION

ESSENTIAL (MUST HAVE)

Qualifications and Knowledge

- Educated to degree level or equivalent experience
- Demonstrable experience of developing, delivering, and evaluating diversity and inclusion initiatives and service improvements
- Experience of project planning, management, implementation, and evaluation
- An up-to-date knowledge of UK Equality Legislation and good practice approaches
- Demonstrable understanding of the Data Protection Act, General Data Protection Regulations, and principles of effective information security.
- Knowledge of the equality frameworks and benchmarking tools e.g., EDS2, Local Government Equality Framework etc

Experience

- Significant experience gained in an HR/ equalities role in a large complex organisation
- Expert knowledge of diversity, equity and inclusion policy, legislation and best practice
- Understanding of working with people of different cultures, traditions and belief and the ability to use this knowledge to inform and engage others
- Experience of social science research methods
- Experience of influencing at senior levels to get buy in for the inclusion agenda.

Skills and Competencies

- Diplomatic, persuasive & empathetic to others
- Strong project management skills
- Ability to produce reliable and comprehensive data
- Able to deliver training and run consultation activities sensitively and competently
- Ability to provide constructive challenge

DESIRABLE

Qualifications and Knowledge

- Chartered Member CIPD/FCIPD or equivalent
- Resourcing
- Project management

REWARDS AND BENEFITS

Alongside a competitive salary, we offer an excellent benefits package including:

- 26/31 days annual leave plus bank holidays
- Generous Employer-Contribution Pension Scheme through the Avon Pension Fund
- Cycle to work scheme and secure bike parking
- Free eye tests for all display screen equipment (DSE) users
- Discounted monthly bus tickets

- Hybrid working to split your week between the office and home to help you achieve the best work/life balance and career goals.

We have recently moved into a new bright, airy, modern office space, with all the latest technology, under a 10-minute walk from Bristol Temple Meads Train Station. We offer flexible and hybrid working options too if you would rather work from home, or another suitable location.

As an equal opportunities employer, we invite applicants to contact us to identify any additional support they may need during the recruitment process.

WE PAY THE LIVING WAGE

We're proud to have been accredited as a Living Wage Employer

Living Wage accreditation means that everyone working at West of England and Combined Authority receives a minimum hourly wage of £15.17 - higher than the government minimum for over 23s, currently £10.42 per hour



The

It also means that anyone who provides services to, or has contracts with us, must pay the Living Wage, setting the bar for good employer practices in the region. This includes those who provide services to The West of England and Combined Authority, such as cleaning and facilities management contracts, as well as those who have contracts with us - such as IT providers.

WE ARE A FOUNDING MEMBER OF THE GOOD EMPLOYMENT CHARTER

We're proud to have been accredited as a founding Member of West of England Good Employment Charter.

The [Good Employment Charter](#) is a voluntary membership and accreditation scheme aimed to create an active network of employers within the West of England that are committed to supporting the basis of 'good work'. The Good Employment Charter is defined by seven key characteristics of good employment: recruitment, secure work, Real Living Wage, developing people, health & wellbeing, flexible work and engagement & voice.



the