



**WEST YORKSHIRE
POLICE**

ROLE PROFILE

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| Role Title | Diversity, Equality, and Inclusion Learning Specialist | Reporting to | Leadership and Talent Development Manager |
| Section | Learning and Organisational Development | Division/Department | People Directorate |
| Tenure | Three Year Secondment | Rank/Grade | Police Sergeant |

Part A – JOB DESCRIPTION

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| Overall purpose of role | To complete the full training cycle in relation to a wide range of diversity, equality, and inclusion (DEI) related disciplines, that are reflective and supportive of the continually changing internal and external landscape. To skilfully facilitate in-depth discussion and debate, exploring related matters to support positive changes in attitudes and behaviours to achieve an inclusive workforce. |
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| Key outputs for role | |
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| 1. | Lead by example and behave in line with the Police Code of Ethics ensuring the force values and behavioural expectations are clearly understood and considered by managers, officers, staff and volunteers in their decision making and actions, reinforcing and influencing them through all interactions and processes. |
| 2. | Provide DEI learning expertise, specialist advice and guidance to officers, staff and volunteers participating in DEI related development activities. Encourage open conversation and skilfully manage and facilitate related discussions and debate with confidence, whilst enforcing key organisational and legislative requirements, acting as a DEI Force Champion. |
| 3. | Maintain an awareness of local communities and monitor community data, identifying gaps and trends to support the design and delivery of appropriate DEI learning and development solutions, that are reflective of the communities we serve. |
| 4. | Utilise a variety of methodologies to influence attitude and behaviour of police officers, staff, and volunteers at all levels within the organisation to drive change and improvements within West Yorkshire Police. |
| 5. | Engage with key internal and external stakeholders to implement DEI related learning and development interventions, which support relevant local and national strategies to enhance community engagement and relations across West Yorkshire. |
| 6. | Continually scan the external environment to maintain an up-to-date knowledge of The Equality Act 2010 and Human Rights legislation, putting advancements into practice, demonstrating compliance with organisational and statutory requirement. Communicate relevant changes with individuals and departments across the organisation, and proactively develop new learning solutions in line with changing need. |
| 7. | Monitor and assess the performance of attendees against specified objectives, debriefing and providing feedback and constructive challenge where necessary to uphold and reinforce organisational standards and expectations. |
| 8. | Lead the development, validation and evaluation of learning and development interventions to ensure organisational and national objectives are achieved, and learner needs are met. |
| 9. | Regularly consult with the DEI Team and other key internal and external stakeholders, to promote DEI related development opportunities at a local, regional, and national level. |
| 10. | To undertake project work as required arising from organisational need and promote best practice learning and development solutions relating to DEI. |

Work/Business contacts

Internal: Police officers, police staff and volunteers of all ranks and grades.

External: Employees in other policing, public, private and third sector organisations.

Expertise in Role Required (At selection - Level 1)

Essential or Desirable

- | Expertise in Role Required (At selection - Level 1) | Essential or Desirable |
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| • A minimum of a Level 2 specialist Equality and Diversity qualification, or a minimum of a Level 3 qualification with a significant element of Equality and Diversity e.g. CIPD Level 3 Learning and Development qualification. | Essential |
| • Holds a CIPD Level 3 Certificate in Learning and Development or equivalent. | Essential |
| • Proven experience of developing others using the full training cycle and can demonstrate a detailed knowledge and understanding of learning theories and philosophies. | Essential |
| • Experience of delivering development interventions to groups, facilitating engagement, related discussion, and debate, at all levels of an organisation. | Essential |
| • Current experience of engaging with diverse individuals/communities, and understands community issues, specifically those of under-represented communities. | Essential |
| • A comprehensive understanding of The Equality Act 2010 and Human Rights legislation. | Essential |
| • Good working knowledge and experience in the use of Microsoft based applications e.g. Word, PowerPoint, Excel, and Outlook. | Essential |
| • Holds TAQA Assessor Award or equivalent such as A1 or D32/33. | Desirable |

Other (Physical, mobility, local conditions)

- | Other (Physical, mobility, local conditions) | Essential or Desirable |
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| • Willingness and ability to work flexible hours, weekends and out of business hours as required to meet organisational needs. | Essential |
| • Willingness to assist other department within the Learning and Organisational Development Centre with their commitments when required. | Essential |
| • Willingness and ability to travel for business purposes locally, regionally, or nationally. | Essential |

Expertise in Role - After initial development - Level 2

- Demonstrates a detailed knowledge of organisational systems and procedures in relation to Equality and Diversity.
- Has successfully designed and developed DEI learning and development interventions within the department.
- Has evaluated the current DEI learning and development offering and implemented actions for improvement.
- Demonstrates detailed and substantial knowledge of DEI legislation, practices, principles, policies, and strategies.
- Has completed the Hydra Facilitators Course.
- Has completed a TAQA Assessor Award, (if not previously obtained).

Structure

**LEADERSHIP AND TALENT
DEVELOPMENT MANAGER**

**DIVERSITY, EQUALITY &
INCLUSION LEARNING SPECIALIST**

PART B – COMPETENCIES & VALUES

Competency and Values Framework –

http://www.college.police.uk/What-we-do/Development/competency-and-values-framework/Documents/Competency-and-Values-Framework-for-Policing_4.11.16.pdf

Level 1 –Practitioner

PART C - DEVELOPMENT OF ROLE

Expertise in Role (Advanced - Level 3)

- Has reviewed existing Diversity development provision and put forward recommendations for improvement.
- Has successfully identified, developed, and implemented new and innovative DEI development interventions that support other Learning and Organisational Development departments offering.
- Is used as a source of expert information and guidance regarding subjects covered by the L&OD Department.

PART D - ACCESS & VETTING

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| Standard IT Access | Default |
| Police Building (Perimeter and Zone access) | Perimeter Access to buildings where based |
| Vetting Level | Recruitment Vetting |
| Date accepted as a role profile | |