



ROLE PROFILE

Role Title	Diversity, Equality and Inclusion Trainer	Reporting to	Leadership and Talent Development Manager
Section	Learning and Organisational Development	District/Department	People Directorate
Tenure		Rank/Grade	SO1

Part A – JOB DESCRIPTION

Overall purpose of role	To identify, design, prepare, deliver and evaluate diversity, equality and inclusion, (DEI), development interventions for police officers and staff of varying ranks and grades in accordance with West Yorkshire Police policies and strategies. To assist, as required, in other areas of learning and development design and delivery within the Leadership and Development Department according to organisational needs.
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Key outputs for role –

1. Lead by example and behave in line with the Police Code of Ethics ensuring that the force values and behavioural expectations are clearly understood and considered by managers, officers and staff in their decision making and actions; reinforcing and influencing them through all interactions and processes.
2. Consult with the DEI team as part of a virtual team and work with the Leadership and Talent Manager to design and deliver appropriate DEI learning and development interventions, in line with relevant organisational strategies.
3. Design, develop and deliver appropriate DEI learning and development interventions, using a variety of methodologies that will influence the attitude and behaviour of police officers and police staff at varying levels ranks and grades within the organisation, facilitating opportunities for learning and personal development.
4. Research, apply, translate and maintain an up to date knowledge of the Equality Act 2010 and Human Rights legislation, putting into practice to ensure the best approaches are shared to meet organisational and statutory requirements, communicating any relevant changes with individuals and departments across the organisation and amended training materials accordingly.
5. Contribute to the development, validation and evaluation of learning and development interventions to ensure that organisational objectives are achieved and learner needs are met.
6. Monitor and assess the performance of students against specified objectives, debriefing and providing feedback as necessary.
7. Positively market Diversity, Equality and Inclusion by promoting available development opportunities and the benefits of learning interventions at a local, regional and national level as well as other public, private and third sector organisations as appropriate.
8. To undertake project work as required arising from organisational need to ensure the organisation promotes and operates best practice learning and development solutions.
9. Identify areas of the DEI learning and development specialism which might have an influence upon organisational initiatives and highlight these for consideration in appropriate forums.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- No direct supervisory responsibility.
- Deliver diversity related learning and development interventions to police officers and staff of varying ranks and grades for approximately 75% of the role.

Work/Business contacts	
Internal:	Police officers and police staff 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
<ul style="list-style-type: none"> A minimum of a level 2 specialist Equality & Diversity qualification, or a minimum of a Level 3 qualification with a significant element of Equality & Diversity such as CIPD L3 Learning & Development qualification. 	Essential
<ul style="list-style-type: none"> Demonstrates a current and comprehensive level of knowledge, experience and commitment to, and understanding of, the Equality Act 2010 and diversity and inclusion related issues. 	Essential
<ul style="list-style-type: none"> Demonstrates recent experience of developing people in the workplace. 	Essential
<ul style="list-style-type: none"> Good working knowledge and experience in the use of Microsoft based applications e.g. Word, Excel, PowerPoint and Outlook 	Essential
<ul style="list-style-type: none"> Holds or is studying towards a level 3 Learning and Development qualification (CTLLS or equivalent) 	Essential
<ul style="list-style-type: none"> Demonstrate the ability and commitment to be proactive in continuous professional development in role related skills and knowledge. 	Essential
<ul style="list-style-type: none"> Holds TAQA Assessor Award or equivalent such as A1 or D32/33. 	Desirable
Other (Physical, mobility, local conditions)	
<ul style="list-style-type: none"> Willingness and ability to work flexible hours, weekends and out of business hours as required to meet organisational needs. 	Essential
<ul style="list-style-type: none"> Willingness to assist other departments within L&DC with their learning and development commitments when required. 	Essential
<ul style="list-style-type: none"> Ability and willingness to travel for business purposes within the West Yorkshire Police area, region and nationally. 	Essential

Expertise in Role - After initial development - Level 2
<ul style="list-style-type: none"> Demonstrates a detailed knowledge of organisational systems and procedures in relation to Equality and Diversity subjects. Has successfully designed and developed learning and development interventions within the department. Evaluates current role related practices and products of the L&PD Department and recommends and implements actions for improvement. Demonstrates detailed and substantial knowledge of equal opportunities, diversity issues, relevant legislation and policies. Has current knowledge and understanding of the cultural issues experienced by minority groups both within West Yorkshire Police and the communities served. Detailed and substantial experience of staff development initiatives e.g. Fast Track, Direct Entry, Coaching & Mentoring Scheme and Talent Development initiatives. Has completed a level 3 Learning and Development qualification. Has completed the Hydra Facilitator Course. Has completed a TAQA Assessor Award if not previously achieved a TAQA Assessor Award, A1 or D32/33.

Structure

LEADERSHIP AND TALENT
DEVELOPMENT MANAGER

DIVERSITY, EQUALITY &
INCLUSION TRAINER

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 Diversity development interventions and solutions.
- Is used as a source of expert information and guidance regarding subjects covered by the L&OD Department.

PART D - ACCESS & VETTING

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	17/04/19