



<b>Role Title</b>	Head of Diversity, Equality and Inclusion	<b>Reporting to</b>	People Director
<b>Section</b>	People Senior Leadership Team	<b>District/Department</b>	People Directorate
<b>Tenure</b>	Permanent	<b>Rank/Grade</b>	EO1

### Part A – JOB DESCRIPTION

<b>Overall purpose of role</b>	As a member of the People Senior Leadership Team (SLT), provide specialist advice and guidance on matters relating to diversity, equality and inclusion and be the lead point of contact for related matters. Role includes managing the delivery of a professional and responsive Diversity, Equality and Inclusion (DEI) service, including the Positive Action team, and ensuring that the service measurably contributes to the diversity, equality and inclusion agenda across the organisation.
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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. Proactively manage the performance, attendance and wellbeing of police officers and police staff against the required standards to ensure they are dealt with and supported in accordance with the correct policies and procedures.
3. Lead and develop the DEI department, which includes the Positive Action team, to ensure the provision of an efficient and effective customer-focussed service, which is able to respond to the changing demands of the Force, whilst ensuring compliance with the appropriate policies, procedures, professional governance and legislation to meet and underpin service objectives.
4. As the Force DEI lead, promote and oversee the design and delivery of innovative DEI initiatives across the Force, through the ongoing development and implementation of a comprehensive DEI strategy. Work closely with senior managers, district and department representatives, staff networks, People Directorate colleagues and other stakeholders to progress the DEI agenda including positive action programmes and other initiatives.
5. Manage the Force delivery of the Force Diversity Action Plan and NPCC Workforce Representation, Attraction, Recruitment, Progression and Retention toolkit, working directly with the Workforce Strategic Resourcing team and providing reports to both the Force Gold and Silver Diversity and Inclusion group.
6. Contribute and at times lead the Force response to further NPCC action plans and national priorities which the Force is required to deliver against, e.g. the NPCC Race and Inclusion Action Plan.
7. Manage and provide expert guidance and support to the Chief Officer Team, People Directorate SLT colleagues and other forums as appropriate, ensuring that DEI issues are central to the overarching People strategic framework.
8. Manage the development, implementation and review of policies, procedures and processes which ensure the force adheres to governance and compliance expectations relating to the DEI agenda, utilising the Force Gold and Silver Diversity and Inclusion groups where necessary.
9. Manage delivery against the diversity and inclusion agenda (co-ordinating a virtual team approach), including from Learning and Organisational Development, Employee Relations and the Community Engagement team and through this ensure that the overall activity is consistent and well-co-ordinated.
10. Represent the Force as DEI lead at external national and regional DEI networks, ensuring good practice and organisational learning is brought back in-house to the benefit of the Force aims and ambitions.
11. Manage the provision of an expert advisory service to policy writers and owners in relation to conducting Equality Assessments and maintain appropriate monitoring processes to ascertain the impact of policies, procedures, projects and assessments.

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

- Management responsibility for a team of up to 12 (currently)
- Provide specialist advice to all ranks and grades of staff across the Force
- Supervise the allocation of funds to undertake consultation both within and external to the organisation as required by the statutory Equality Duties.
- Contributory manager in a People budget of £23.75m with significant influence upon the overall 'people' budget of £340 million (i.e., 85% of the Force gross budget) which equates to in excess of 8500 people.

**Work/Business contacts**

**Internal:** All ranks and grades across the Force, Federation, Unions and Support Staff Groups

**External:** Police and Crime Commissioner, Equality and Human Rights Commission (EHRC), National Police Improvement Agency (NPIA), Other Forces, External Diversity Support Groups, Consultation Groups, Pressure Groups, members of the public

**Expertise in Role Required (At selection - Level 1)****Essential or Desirable**

- Educated to degree level or equivalent experience Essential
- Evidence of highly developed influencing skills with senior colleagues and other stakeholders to ensure the corporate DEI agenda is recognised and embraced. Essential
- Current experience of undertaking a lead DEI role, incorporating an advisory provision at a senior level and with evidence of ensuring compliance with equality legislation and statutory duties. Essential
- Highly developed communication skills including the ability to develop and deliver high quality presentations and written reports to a variety of audiences and stakeholders in the DEI agenda. Essential
- Previous experience of successfully working with and advising managers at a senior level on strategic DEI matters. Essential
- Has successfully applied effective planning and organising skills to support the delivery of multiple priorities. Essential
- Previous experience of successfully leading a team. Essential
- Previous experience of identifying, developing and appropriately articulating innovative solutions to DEI issues. Essential
- Previous experience working with Trade Unions, Staff Associations and Staff Networks. Desirable
- Strong networks with other DEI professionals within the region, or wiliness to develop Desirable

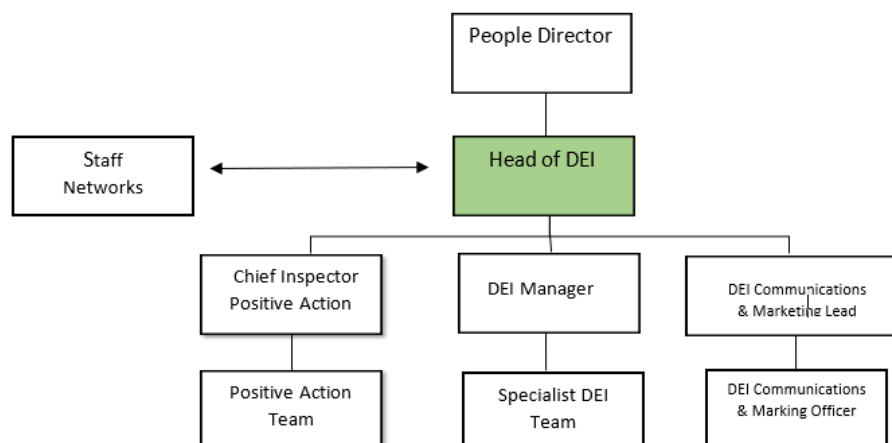
**Other (Physical, mobility, local conditions)**

- Willingness and ability to travel within West Yorkshire and nationally to attend appropriate meetings and events. Essential
- Willingness and ability to work flexibly in order to support the work of the People directorate Essential

**Expertise in Role - After initial development - Level 2**

- Has successfully undertaken environmental scanning and assessed the likely impact on the Force.
- Has detailed understanding of West Yorkshire Police DEI issues, including any areas requiring development.
- Detailed understanding of relevant Force policies and procedures
- Has developed excellent working relationships with key stakeholders including the Chief Officer Team, Trade Union, the Police Federation, Superintendents Association and Staff Network Representatives
- Has identified, developed and appropriately articulated innovative solutions to DEI issues.

## Structure



## 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](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 3- Senior Manager/Executive

## PART C - DEVELOPMENT OF ROLE

### Expertise in Role (Advanced - Level 3)

- Is recognised as an expert in own field.
- Has clearly contributed to WYP successfully addressing DEI issues and achieving service priorities
- Has applied knowledge to implement improvements to working practices within the scope of the role.

## PART D - ACCESS & VETTING

<b>Standard IT Access</b>	Default
<b>Police Building (Perimeter and Zone access)</b>	Perimeter Access to buildings where based
<b>Vetting Level</b>	Management Vetting
<b>Date accepted as a role profile</b>	5 <sup>th</sup> July 2022