



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Head of Equity, Diversity and Inclusion (EDI)

Department/Division: Equity, Diversity and Inclusion Unit (EDI)
Accountable to: Chief Operating Officer

Competency	Criteria	E/D
Knowledge & Experience	A specialist knowledge and in-depth understanding of equity, diversity and inclusivity issues.	E
	Demonstrable leadership experience in EDI development activities concerning to the full range of protected characteristics.	E
	Demonstrable experience advising on EDI matters making significant contribution to the EDI strategy.	E
	A record of successfully leading on organisation wide EDI matters.	E
	Experience of having successfully implemented and held responsibility for the delivery of EDI projects showing clear and tangible delivery of equality objectives and link to strategic plans.	E
	Substantial working knowledge of current legislation and good practise relating to Equality, Diversity and Inclusion, including the provisions of the equality duty.	E
	Experience of advising, analysing and solving complex EDI problems.	E
	Ability to translate legislation effectively into practical operational delivery.	E
	An understanding of how to champion and embed inclusivity issues effectively in large complex organisations.	E
	Relevant degree or equivalent and/or equivalent experience.	E
Planning & Organising Resources	Experienced people manager with demonstrable ability to lead and motivate the immediate team.	E



	Experience of setting clear performance objectives and managing team performances through coaching and conducting 121 performance meetings with immediate team.	E
	Oversee resources allocated to the Unit, including human, physical and financial.	E
	The ability to organise and be responsible for the provision of support services to the Unit.	E
Decision Making	Demonstrable ability in autonomous decision-making.	E
Initiative and Problem Solving	Confidence and ability to act and progress work on behalf of senior stakeholders.	E
	Ability to solve problems and think creatively.	E
	Ability to deal with changing priorities and situations.	E
Teamwork and Motivation	The ability to work effectively with diverse cultures and management styles.	E
	A positive and resilient approach to the task in hand.	E
	High levels of self-motivation.	E
	Experience of leading and motivating a team to deliver on conflicting demands and objectives in a challenging environment.	E
Service Delivery	The ability to prioritise actions and respond to competing demands.	E
	The ability to work flexibly and under considerable pressure.	E
	Experience of ensuring compliance with legislation and internal regulation.	E
	Experience of delivering time-limited projects.	D
Communication	Sound interpersonal skills to enable the post holder to develop good working relationships with internal and external stakeholders, and liaise with a wide range of people; influential and persuasive with the ability to challenge in a conciliatory and constructive way.	E
	Ability to understand and present complex issues clearly and simply in writing and orally.	E



Liaison and Networking	The ability to initiate, build and lead internal networks to maintain relationships over time and establish new communication channels.	E
	The ability and willingness to network with appropriate external organisations.	E
	The ability to understand different opinions and concerns and to balance this with a focus on a clear agenda based on the strategic direction of the organisation.	E
Analysis and Research	Excellent analytical and research skills.	E
	Experience of using management information to identify trends, areas for improvement and monitor progress.	E
	Ability to translate strategy into practical operational delivery.	E

E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.