

## Reporting Discrimination Hub Member – Role Profile

### About the role

Becoming a truly inclusive organisation is one of Camden's key workforce priorities. As part of this work we have committed to creating safe and accessible routes for reporting incidents of discrimination. In our conversations with Staff Network leads (including Camden Black Workers Group, Rainbow network and Camden Disability Network) and other staff members, they told us that you didn't always feel comfortable reporting incidents to HR colleagues or your managers. Instead, you would feel more comfortable speaking to someone with lived experience of discrimination, who can provide you with a supportive ear and can help you understand the options available to you.

We are therefore launching a Reporting Discrimination Hub – this is a group of 10-12 staff members with a variety of lived experiences (we would like the hub to be truly diverse and therefore are particularly interested in hearing from Black, Asian and other ethnic staff, LGBTQ+ staff and disabled staff), who can be the first point of contact for staff reporting discrimination.

This is a radically new approach for Camden, we want to test and learn as we go whilst holding colleagues who report an incident in the safest of hands. You will help Camden develop the approach by providing feedback about what is working, what isn't and how things can work even better and at the same time you will hold space for colleagues who contact the Hub. In return you will be developed in powerful listening skills, ensuring that active listening is at the core of the Hub Member role. You will be developed to hold the space for someone without directing or advising them and you will be given full support in understanding the various channels, resources and options available to those who make contact.

Being a member of the Reporting Hub means:

- Providing a powerful listening and safe space for staff who contact you via the phone or face to face
- Understanding what outcome the person who contacts you is looking for and presenting the options available to them
- Gathering insight about incidents within the organisation so that these can feed into the work we are doing around diversity and inclusion more generally
- Providing details of our Employee Assistance Programme, Staff networks and staff led communities groups, Coaching support for Trauma and other wellbeing support that staff might be able to make use of

### About you

We are looking for staff who are passionate about inclusion with a diverse range of experiences and who meet our **seven core principles**:

1. **Supportive** – you are welcoming, warm and create a safe, comfortable atmosphere
2. **Non-judgemental** – you can provide a space for someone to be heard and listened to without bringing in your own feelings or judgements
3. **Discreet** – you're careful with any information that you're told and do not share it outside of the Hub
4. **Non-advisory** – you help people understand the options available to them, but do not direct them to any course of action

**Commented [MF1]:** from our conversations with networks, unions and inclusion groups: add as a desirable: lived experience / have experience discrimination.

5. **Balanced** – you're able to hold another person's feelings without bringing in your own
6. **Open minded** – you understand that every situation and individual is different
7. **With a variety of lived experience** (preferred) - you can build on your own lived experience to have a true understanding of a situation or need.

#### **Commitment**

We are asking each member of the Hub to be available for other staff to contact them for one day fortnightly

Members of the Hub will be provided with protected time away from their substantive posts in order to take reports.

#### **How to apply**

If you are interested in this opportunity, please email a 'Why You' statement (no more than 2 pages) outlining why you would like to be part of the Reporting Hub and how you meet our six core principles. Please send your personal statement through [this online form](#). To [ellie.wells@camden.gov.uk](mailto:ellie.wells@camden.gov.uk)

Closing dates for expressions of interest: Monday 15th January 2024 3pm

Interview and training dates will take place between 22<sup>nd</sup> January and 12<sup>th</sup> February 2024.