**Job Profile:** Diversity and Inclusion Programme Lead

**Job Family:** HR and OD

**Job Zone:** Level 5

**Salary Level:** Zone 1

**Fixed-term:** 12 months

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee’s contract of employment.**

**Overview:**

We are looking for someone to come and work with us to help us progress our ambitious inclusion agenda. In Camden we have a long history of championing diversity and inclusion for the borough as well as for those who work for the Council. Though we recognise the need to be challenging ourselves to do more, to go further and to not accept the status quo. As such we are re-invigorating our approach to inclusion building on our commitments set out in ‘[Our Camden Plan](https://www3.camden.gov.uk/2025/wp-content/uploads/2018/07/Our-Camden-Plan.pdf)’ which articulates how Camden Council wants ‘to be a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. By doing this, we will ensure we continue to represent our communities to the best of our ability and deliver our ambitions for Camden.’

**Role purpose:**

* Working with our Director of People and Inclusion, Associate Director of Organisational Development (OD), and the HR and OD service develop an innovative and forward-thinking approach to increasing diversity and creating conscious inclusion across Camden Council
* Provide support and challenge to current thinking, providing a new way of looking at our challenges to help us achieve our ambition
* To identify actionable solutions to our challenges including possible positive action, ways to mitigate system barriers for more sustainable change; and activity which may run in parallel to with other actions / interventions to seek to raise levels of consciousness
* To manage a range of complex programmes to ensure their successful delivery, taking personal responsibility for their direction and delivery, often working autonomously and bringing demonstrable creativity and added value and impact to the work
* To plan and coordinate the delivery of a range of programmes to bring about effective and positive change across the organisation
* To work in a variety of disciplines and environments across the whole organisation to deliver our ambitions
* Champion our approach to conscious inclusions across the organisation to be an ambassador for change

**Example outcomes or objectives that this role will deliver:**

The post holder will need to work flexibly to deliver the purpose above. Key outcomes will include:

* Delivery of programmes and projects to achieve our ambitions these include (but will not be limited to) sponsorship and mentoring for under-represented groups, implementation of Stonewall Equality Index 2020 feedback, research into key priorities areas e.g. disability – some projects / programmes will already be in motion, others will be new and emerge following the post-holders thought-leadership
* Successful engagement with the organisation, including senior leadership, different service areas and citizens and partners as appropriate to develop and deliver programmes and projects
* Ensuring that our approach is evidence-based and can be evaluated
* Developing progressive and effective policies, fit for an agile and modern organisation
* With the support of your manager lead on aspects of organisational change, for example, leading change to our HR processes or other corporate priorities

**People Management Responsibilities:**

This post has no line management responsibilities but the post holder will be required to manage resource on individual programmes of work for which they are responsible – this could include members of the wider OD team or colleagues across the organisation and defined budgets.

**Relationships:**

The post holder will be largely self-managing with personal management and development carried out within the service.

The post holder will be expected to develop and maintain relationships at senior levels across the organisation, with elected members as appropriate, Unions, staff groups, partner organisations, and citizens as needed and directed by the work.

The post holder will also actively seek to make effective relationships with colleagues across our strategy and communications functions.

**Work Environment:**

The post holder will be part of the OD team and will pre-dominantly work in the Council’s offices at 5 Pancras Square. However, they will be required to work in a variety of teams and workplaces.

**Technical Knowledge and Experience:**

* Expert knowledge of the field of diversity and inclusion policy, trends and action – LGBTQ+, disability and BAME progression are key priority areas for us over the next 12-months.
* Substantial experience of providing thought leadership, strategic direction and implementation of activity, including sponsorship and mentoring programmes, to increase diversity and inclusion within organisations
* Significant experience of developing positive relationships with multiple stakeholders to build support and influence thinking and decision making.
* Experience of working across teams, departments and organisations to promote co-ordinated activity
* Ability to implement and manage large programmes of work
* Ability to show leadership and not be afraid to challenge perceptions when it comes to inclusion, at every level
* An ability to use data, evidence and research to inform activity, decision-making and challenge to the status quo as appropriate.
* Ability to interrogate detail and see how this links to the big picture.
* Excellent verbal, written and pictorial communication skills.
* An awareness of the organisation’s direction of travel and ambitions for the next 3-5 years, including an understanding of the political and economic environment the Council is operating within.
* Commitment to continuous learning.
* Effective judgement with the ability manage risk, strong IT and numeracy skills, including knowledge of Word, Excel and PowerPoint.
* Resilient and proactively takes the lead to deliver results, confidently dealing with complex issues and flexing style and approach for each audience.

**Qualifications**

* Qualification in a recognised discipline or experience commensurate with the requirements of this post.

**Camden’s Five Ways of Working**

In order to continue delivering for the people of Camden in the face of ever-increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle that links the Camden Plan, the Camden Way and the Financial Strategy.

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

* Deliver for the people of Camden
* Work as one team
* Take pride in getting it right
* Find better ways
* Take personal responsibility

For further information on the Camden Way please visit:

<http://www.togetherwearecamden.com/pages/discover-jobs-and-careers-in-camden/working-for-camden/>

For this role, the expectation is that the candidate delivers examples set out against **Category 4** of the Camden Way.