**Job Profile – Diversity and Inclusion Programme Officer**

**Job Title: Diversity and Inclusion Programme Officer (HR and OD)**

**Job Grade: Level 4 Zone 2**

**About Camden**

‘Camden is building a borough where everyone can thrive, by creating the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help contribute to making a better future for everyone in Camden.

**About the role**

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 have been actively re-invigorating our approach to inclusion building on our commitments set out in our Statement of Conscious Inclusion which clearly sets outs how we will become a truly inclusion organisation. This is in addition to Our Camden Plan which articulates how Camden Council wants ‘to be as an organisation - encouraging 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.’

The role will involve:

* Working with our Diversity and Inclusion Lead, Associate Director of Organisational Development (OD), the wider OD and HR service, Equalities and Disproportionality service and colleagues across our staff networks to engage and deliver our ambitious diversity and inclusion programme of work.
* Providing support and challenge to current thinking, providing a new way of looking at our challenges to help us achieve our ambition.
* Delivering actionable solutions to our challenges including possible positive action, ways to overcome 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
* Delivering a range of inclusion projects and ensuring their successful delivery, taking personal responsibility to progress the work, communicating and engage on progress. You will often work autonomously and bringing demonstrable creativity and added value and impact to the work. You will be supported by the Lead for Inclusion and Diversity and wider OD team, HR service and staff networks
* Planning and delivering a range of projects to bring about effective and positive change across the organisation
* Communicating and engaging with stakeholders, and the wider organisation on progress and to responding to enquiries in relation to the work. You’ll need to make links across aspects of the work with the wider OD team.
* Championing our approach to conscious inclusions across the organisation to be an ambassador for change

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

* Delivery of projects to achieve our ambitions these include (but will not be limited to) sponsorship and mentoring for under-represented groups, contribute to our Anti-Racist Learning Offer, working towards the submission and implementation of our Stonewall Workplace Equality Index 2021, delivery of our Disability Charter. Some projects will already be in motion, others will be new and emerge over time.
* 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

**About you**

We are looking for someone who has

* Expert knowledge of the field of diversity and inclusion policy, trends and action – race equality, LGBTQ+, disability and progression of under-represented groups are key priority areas for us over the next 12-months.
* Experience of project delivery, balancing short and longer term priorities with enquiries and requests as they emerge.
* 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 facilitate conversations and focus groups capturing salient points to move work forwards.
* Ability to implement and manage multiple projects.
* 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.
* Is able to communicate well to a variety of people across the organisation.
* 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 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.

**Work Environment:**

The post holder will be part of the OD team and will work flexibly. During Covid and until it is safe to do otherwise, the post holder will be based at home

**People Management Responsibilities:**

This post has no line management responsibilities, but the post holder will be required to manage resource on individual projects 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.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at resourcing@camden.gov.uk or post to 5 Pancras Square, London, N1C 4AG,