

JOB DESCRIPTION

Job Title	Equality, Diversity & Inclusion Advisor		
Directorate	HR & OD		
Reporting to	Equality, Diversity & Inclusion Lead		
Grade	11		
Evaluation ref:	TR0152	Job ref:	Family
Role purpose			
<p>The EDI Advisor will play a pivotal role in promoting and embedding equality, diversity, and inclusion across the organisation. Reporting to the Equality, Diversity & Inclusion Lead, the EDI Advisor will support the development and implementation of strategies, policies, and initiatives that foster an inclusive culture within Somerset. This role involves working collaboratively with Council departments, Elected Members, partner agencies and Community Groups to ensure compliance with relevant legislation and best practices. Providing expert advice and support on EDI matters and delivering training and awareness programmes. The postholder will also monitor and report on the progress of EDI initiatives, identifying areas for improvement and driving continuous development. The Advisor will be a proactive and passionate advocate for diversity and inclusion, committed to creating a community and workplace where all residents and employees feel valued and respected.</p>			
Responsibilities			
<ul style="list-style-type: none"> • Support the development and implementation of EDI strategies and policies. • Provide expert advice and support on EDI matters. • Deliver training and awareness programmes on EDI topics. • Monitor and report on the progress of EDI initiatives. • Ensure compliance with relevant EDI legislation and best practices. • Collaborate with various stakeholders to promote an inclusive culture within Somerset. • Identify areas for improvement in EDI practices and drive continuous development. • Support the development and implementation of EDI-related projects. • Conduct research and perform data analysis to support and inform EDI work across the Council. • Keep up to date with equality trends and best practices. • Represent the Council at external EDI events and forums. • Support the workforce EDI agenda and initiatives for the organisation. • Champion the Council's values and promote a compassionate approach to people management. • Work with Council services to make sure the equality agenda is integrated and informing all areas of their activity. • Provide and implement solutions to complex EDI challenges. • Engage with external EDI charters and kite marks. • Deliver internal CPD to ensure all HR and OD colleagues are up to date on EDI matters. • Build relationships with stakeholders to identify and implement changes for diversity and inclusion. 			

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- Manage day to day delivery of equality related contracts.
- Work with partner organisations on joint initiatives and projects.
- Support services compliance with the Council's commitment that all work is completed through the lens of equality.
- Working with the EDI Leads support the Council's compliance with the Public Sector Equality Duty. Particularly the consideration of "due regard" within decisions.
- Will build and maintain strong professional relationships to achieve Equality and Diversity outcomes.
- Influence and challenge others to positively change behaviour and improve knowledge and outcomes on equality matters.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Understanding of EDI legislation and best practices.	x	
Knowledge of current EDI trends and issues.		x
Familiarity research and analysis methods.	x	
Understanding of the public sector and local government operations.		x
Awareness of cultural competency and its importance in the workplace		x
Knowledge of project management principles.		x
Experience		
Experience of supporting the development and implementation of strategies and policies.	x	
Experience of supporting the development and delivery of training and awareness programmes.	x	
Experience in providing expert advice and support.	x	
Experience in monitoring and reporting on initiatives.	x	
Experience in conducting research and analysis on trends and best practices.	x	
Experience in a similar role within a public sector organisation.		x
Qualifications / Registrations / Certifications		
Degree in a relevant field such as Human Resources, Social Sciences or Equality and Diversity or equivalent experience.	x	
Training qualification or certification or equivalent experience.	x	
Continuous professional development.	x	
Membership of a relevant professional body.		x
Skills		
Excellent communication and interpersonal skills.	x	
Strong analytical and critical thinking skills.	x	

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Excellent influencing and negotiating skills.	x	
Ability to work collaboratively with diverse teams/groups, both internal & external.	x	
Proficiency in Microsoft Office and EDI-related software.		x
Strong organisational and project management skills.	x	
Ability to manage multiple priorities and meet deadlines.	x	
Working Conditions		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Responsibilities		
<ul style="list-style-type: none"> Understand, uphold, and promote the aims of the Council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all. 		

Date: 8 January 2025