

Job Description

Job Title: Workforce Equality, Diversity and Inclusion Manager

Grade: 10

Directorate: Chief Officer

Unit: Human Resources and Organisational Development

Job Purpose

1. To provide leadership on GLA workforce equality, diversity and inclusion strategies, with responsibility for developing and delivering policies and strategies to meet the GLA's aim of being an inclusive employer and representing London's communities at all levels of the workforce.
2. To support the implementation of the Diversity and Inclusion Action Standard across the GLA Group on workforce diversity
3. Support the aims of the Mayor, the GLA and the London Assembly in recruiting and retaining a diverse workforce and being an exemplar employer.

Principal Accountabilities

1. Lead on the implementation of the workforce element of the GLA's Equality, Diversity and Inclusion Strategy. Develop and coordinate the delivery of an action plan to ensure an inclusive culture and improved representation in the workforce at every level.
2. Working with the HR and OD team lead workforce diversity and inclusion initiatives within recruitment, employee engagement, learning and career development.
3. Plan, design and deliver or commission organisational development interventions focusing on creating an inclusive organisation using relevant tools, techniques and frameworks.
4. Coordinate the Diversity and Inclusion Management Board , supporting Senior Managers across the organisation to attract, retain and develop a more diverse workforce and build an inclusive workplace culture.
5. Lead the implementation of the pay gap action plans across the organisation. Ensure publication of pay gap data across the GLA Group.
6. Working with the HR Systems Information Officer and Resourcing Manager, analyse and present workforce data to support workforce initiatives. Monitor progress through data

analysis, tracking the impact of initiatives, using data to creatively present solutions for new initiatives.

7. Work with the HR & OD Project lead on the Economic Fairness Programme to ensure coordination and consistency of equalities, diversity and inclusion activities with the Leading by Example workstream.
8. Establish and maintain good working relationships with external organisations to benchmark the GLA against industry diversity and inclusion standards.
9. Support and enable the effective governance and development of staff networks. Work with those networks to ensure they are progressive and further the aims of the Equalities Taskforce and groups they support.
10. Lead on developing solutions for the GLA through research and liaison with external experts. Ensure collaborative work on diversity and inclusion across the GLA Group.
11. Manage resources allocated to the job in accordance with the Authority's policies and Code of Ethics and Standards.
12. Realise the benefits of London's diversity by promoting and enabling equality of opportunities, and promoting the diverse needs and aspirations of London's communities

Key contacts

Accountable to: Employee Engagement and Organisational Development Manager but working closely with the Assistant Director HR and OD and the Resourcing Manager.

Accountable for: Resources allocated to the job

Principal contacts: GLA Senior Managers, HR and OD Project team, Unison, networks, relevant teams within the GLA, TfL, MOPAC, LFB and other functional bodies, varied internal and external stakeholders.

PERSON SPECIFICATION

Technical requirements/experience/qualifications

1. Significant experience initiating and delivering cultural change and/or organisational development programmes aimed at creating an engaging and inclusive workplace
2. In depth understanding of workforce diversity and inclusion at work: the challenges, current best practice and measures.

3. Ability to articulate clearly the benefits of a diverse workforce, influence and deliver successful outcomes in improving diversity and inclusion in the workplace, preferably in a complex public sector environment
4. Ability to analyse complex data and present it in an understandable way.

Behavioural competencies

BUILDING AND MANAGING RELATIONSHIPS

... is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

Level 3

- Actively engages partners and encourages others to build relationships that support GLA objectives
- Understands and recognises the contributions that staff at all levels make to delivering priorities
- Proactively manages partner relationships, preventing or resolving any conflict
- Adapts style to work effectively with partners, building consensus, trust and respect
- Delivers objectives by bringing together diverse stakeholders to work effectively in partnership

COMMUNICATING AND INFLUENCING

... is presenting information and arguments clearly and convincingly so that others see us as credible and articulate, and engage with us.

Level 3

- Encourages and supports teams in engaging in transparent and inclusive communication
- Influences others and gains buy-in using compelling, well thought through arguments
- Negotiates effectively to deliver GLA priorities
- Synthesises the complex viewpoints of others, recognises where compromise is necessary and brokers agreement
- Advocates positively for the GLA both within and outside the organisation

STRATEGIC THINKING

...is using an understanding of the bigger picture to uncover potential challenges and opportunities for the long term and turning these into a compelling vision for action.

Level 3

- Translates GLA vision and strategy into practical and tangible plans for own team or delivery partners
- Consistently takes account of the wider implications of team's actions for the GLA
- Encourages self and others to think about organisation's long term potential
- Informs strategy development by identifying gaps in current delivery or evidence
- Takes account of a wide range of public and partner needs to inform team's work

PLANNING AND ORGANISING

... is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 3

- Monitors allocation of resources, anticipating changing requirements that may impact work delivery
- Ensures evaluation processes are in place to measure project benefits
- Gains buy-in and commitment to project delivery from diverse stakeholders
- Implements quality measures to ensure directorate output is of a high standard
- Translates political vision into action plans and deliverables

PROBLEM SOLVING

... is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 3

- Clarifies ambiguous problems, questioning assumptions to reach a fuller understanding
- Actively challenges the status quo to find new ways of doing things, looking for good practice
- Seeks and incorporates diverse perspectives to help produce workable strategies to address complex issues
- Initiates consultation on opportunities to improve work processes
- Supports the organisation to implement innovative suggestions

ORGANISATIONAL AWARENESS

... is understanding and being sensitive to organisational dynamics, culture and politics across and beyond the GLA and shaping our approach accordingly.

Level 3

- Uses understanding of differences between the GLA and its partners to improve working relationships
- Helps others understand the GLA and the complex environment in which it operates
- Translates changing political agendas into tangible actions
- Considers the diverse needs of Londoners in formulating GLA objectives
- Helps others understand how the media and external perceptions of the GLA influence work

Reasonable adjustment

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work