

SOUTH WALES FIRE AND RESCUE SERVICE

JOB DESCRIPTION

Department	People Services
Post	Equality, Diversity & Inclusion Lead
Post No	504865
Grade	12
Location	SWFRS Headquarters
Responsible to	HR Manager for Learning & Development
Responsible for	N/A

This job description refers to the main purpose and responsibilities of the post. It does not necessarily list in detail all of the tasks required to carry out these responsibilities. This job description will be reviewed as and when necessary to ensure that it meets the Service's business requirements.

MAIN PURPOSE OF THE POST

To advise, lead and deliver all policies, procedures, activities, and practices relating to Equality, Diversity and Inclusion (EDI) on behalf of South Wales Fire & Rescue Service. This includes providing a comprehensive EDI service focusing on local, national, legal, and ethical activities which contribute to the Service achieving its objectives in relation to EDI.

DUTIES AND RESPONSIBILITIES

General & Team Duties

1. To work collaboratively with other stakeholders within Learning & Development (L&D), Human Resources (HR) and wider within the organisation to assist in the achievement of Team, Departmental and Directorate plans.
2. To provide a partnering approach to all line managers and departmental leads on advising and implementing effective and relevant Equality, Diversity and Inclusion advice and solutions including guidance on matters relating to EDI learning, development, and assessment training needs, helping to mainstream EDI across the organisation.
3. To prepare and provide statistics and general feedback/reports for the Head of HR & the Learning and Development Manager on all required EDI

activities and metrics as and when required e.g., strategic reporting statistics, guidance statistics, recruitment, and training figures etc.

4. To deliver all EDI workstreams whilst upholding and delivering on all organisational policies and procedures i.e., in cognisance of data protection legislation, Equality and diversity legislation whilst respecting confidentiality throughout all EDI led activities.
5. Write and present reports on the Fire & Rescue Service's performance to SMT and the Service's HR & Equalities Committee on all issues relating to equality and diversity, providing recommendations for improvements.
6. To maintain an understanding of key changes within wider EDI professional fields and support implementation, of new and innovative practices in line with the Service's people and organisational strategies.
7. To continuously promote a positive and inclusive culture within SWFRS, focusing on embedding SWFRS values and best practice principles of Equality, Diversity and Inclusion, therefore championing SWFRS's as an employer of choice.
8. To support individuals throughout the Service through the provision of confidential coaching sessions.
9. To support the wider Learning & Development Team with all development activities.

EDI Specific Duties

10. To ensure that South Wales Fire & Rescue Service is compliant in areas such as all equality legislation, for example, Race Equality Scheme. To take principal responsibility and be accountable for such work as directed.
11. To research, create, develop, and review new and existing EDI policies ensuring compliance with best practice and relevant legislation.
12. To draft, consult upon and implement the Services' Strategic Equality Plans and Annual Equality Reports.
13. To develop and co-ordinate systems and processes within South Wales Fire & Rescue Service which promote equality and diversity.
14. Responsible for developing and ensuring implementation of Diversity schemes, groups, practices, and procedures in line with legislative requirements.
15. To establish and maintain appropriate professional links with appropriate external organisations and EDI experts, for example various community

groups, Commission for Equality and Human Rights and local EDI specialists, to drive forward the equalities agenda.

16. To provide specialist knowledge and advice on equal opportunities matters, legislation, codes of practice and standards across the Fire & Rescue Service's activities.
17. Monitor performance and progress against agreed targets and relevant standards on service areas for improving equalities performance.
18. To positively influence and negotiate, including leading project groups and steering groups, cross directorate and multi-agency groups.

Employee Engagement & Inclusion

19. To support and improve employee engagement through co-ordinating, promoting and delivering both L&D and EDI events within and outside of the Service in collaboration with other teams or departments.
20. To act as key lead for the L&D Team in driving forward relevant EDI plans and practices, monitoring and progressing all L&D actions as required.
21. To support the Service through the creation and promotion of an annual calendar of employee engagement/EDI events through generating appropriate content and liaising with the Service's Communication and engagement teams to promote inclusion through SWFRS internal comms channels and social media.
22. To support and facilitate the co-ordination of all EDI employee specific groups, linking in regularly with leads and chairs of each group e.g., Women in the Fire Service, BEAM, LGBTQ+ groups. Promote events and co-ordinating attendees as and when required.
23. To support the L&D Officer (Performance and Assessment) in reviewing and facilitating applications relating to the Service's Additional Learning Fund relating to EDI activities and identify relevant conferences and courses that Service Allies may wish to attend.
24. To maximise the use of technology to deliver effective solutions to employees throughout the service, e.g., through effective IT services in relation to EDI E-learning etc.
25. To represent the Service (as and when requested) at all EDI events, meetings and briefings and (where necessary) any additional Learning and Development events or meetings as requested by the L&D manager.

STANDARD SERVICE REQUIREMENTS

- To attend in-house and external training courses as required.
- Any other duties commensurate with the grade and post.
- To co-operate fully with any scheme or pilot scheme that shall be introduced within the department or across the Service.
- To implement the principles of the Service's Equal Opportunities and Diversity Policies and Welsh Language Schemes whilst carrying out the above duties.
- To adhere to Health & Safety Legislation/Relevant Service Policies and Procedures and to take reasonable care for the health and safety of yourself and other persons who may be adversely affected by your acts/omissions.

ORGANISATIONAL VALUES

In performing the above role, all employees of the Service are required to observe and promote the Service's Core Values to be, at all times:

- Professional
- Caring
- Respectful
- Dedicated
- Trustworthy
- Dynamic
- Disciplined
- Resilient

NB:

This role may involve frequent travel between sites throughout the South Wales area and on occasion may require work outside of normal office hours in line with the requirements of a 24/7 emergency Service. As such, the successful applicant must be able to travel independently.