

Public Health Wales is the national public health agency in Wales. We exist to protect and improve health and wellbeing and reduce health inequalities for people in Wales.

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[Working together, with trust and respect, to make a difference](#)

JOB DETAILS:

Job Title	Equality, Diversity and Inclusion Manager
Grade & Pay Band	Band 7
Hours of Work and Nature of Contract	Permanent 37.5 hours a week Full time/part time/job share
Directorate	People and Organisation Development
Division	Employee Experience
Base	

ORGANISATIONAL ARRANGEMENTS:

Managerially Accountable to:	Head of Employee Experience
Professionally Accountable to:	Director of People and OD

JOB SUMMARY / PURPOSE

The Equality, Diversity and Inclusion Manager is a key role in Public Health Wales and will support the achievement of the organisation's Strategic Equality Plan and priorities by providing professional advice, guidance to colleagues and other Senior Managers to ensure equality for staff, patients and service users and that Public Health Wales establishes and maintains a reputation as a fair and inclusive employer

The post holder will assist with the development of strategies and policies to support equality governance of the organisation in particular, equality management, compliance with legislation and other mandatory requirements, having particular regard to the Equality Act 2010, Human Rights Act 1998 and the Welsh Language Act 1993 so that the organisation meets the highest standards of practice. Furthermore the post holder will work with colleagues to ensure that these strategies and policies are implemented across all divisions of the organisation and to provide 'challenge' to divisions in the application of these policies to ensure that they are consistently and routinely applied.

The postholder will coordinate the arrangements for monitoring by the Equality and Human Rights Commission and to report on equality compliance with the Healthcare Standards as part of the annual assessment processes.

To support the Head of Employee Experience and others in their leadership role in the drive for equality improvement, promotion of the Welsh Language and continued improvement in compliance with statutory and mandatory requirements to ensure an improvement in staff and service user outcomes and their experience by providing strong, visible inputs into projects as necessary.

KEY RELATIONSHIPS

- Assistant Directors
- Divisional Managers
- Service User Experience Lead
- HR Business Partners & OD Managers
- Network Chairs
- Departmental Equality Champions
- Staff across the organisation
- Engagement and Collaboration Team
- Welsh Government Officials
- External Networks

DUTIES/RESPONSIBILITIES:

Strategic Leadership, Policy, Planning and Organisation

- Continually review, develop and improve interventions aimed at improving diversity and building an inclusive workplace.
- Provide leadership on EDI matters and play an active role in supporting and monitoring the Strategic Equality Plan and all appropriate equality schemes.
- Provide leadership for the implementation of Welsh Language Standards and the More Than Just Words framework. This includes working with the Resourcing Team to support recruitment of sufficient Welsh Speakers
- Support the development of strategies and policies to support governance of the organisation to ensure compliance with legislation and other mandatory requirements and to meet the highest standards of practice.
- Analyse data in relation to Equality, Diversity and Welsh Language within the workforce and of our service users, in order to ensure we are meeting the needs of staff and service users from

underrepresented groups and developing our services to address any shortcomings. Report to the Head of Employee Experience where the issues are, their impact and suggestions for addressing them

- To successfully discharge their duties and responsibilities, the Equality, Diversity and Inclusion Manager will have developed specialist knowledge and will be a source of intelligence providing professional expertise into all areas of EDI.

Communications and Relationships

- Represent the organisation at some national and local forums and conferences such as those organised by the Welsh Government and Third Sector organisations.
- To assist with the production of reports on a quarterly basis for the Board, Executive Team, People and Organisational Development Committee and Welsh Government.
- Draft returns and reports on progress against action plans and compliance with statutory requirements, for Welsh Government, Welsh Language Commissioner and other key stakeholders
- Develop professional and business relationships to effectively work with internal and external suppliers for the provision of services against specifications, building long term partnership approaches
- Persuade, encourage, promote and support the management of Equality, Diversity & Human Rights and Welsh Language across the organisation.
- Assist with planning and organising regular events to raise awareness and understanding of Equality, Diversity and Human Rights issues. Analysing and evaluating the impact and understanding of staff as a result of the events or learning interventions, and taking action to address any learning gaps.

Operational Performance Responsibilities

The post holder will be responsible for:

- Collating and reporting progress on Equality, Diversity & Human Rights issues against the Healthcare Standards ensuring that the process operates effectively in providing the information required and that operational issues relating to any gaps in practice are communicated to the relevant Committee.
- Collating information and drafting the Annual Equality Report and Workforce Report in line with the requirements set out in the Public Sector Equality Duties (2011).
- Supporting the delivery of the People and Organisational Development plans, frameworks, policies and metrics to enable the delivery of all relevant initiatives and ensuring robust measurement of effectiveness.
- Working with the Governance team to assist with regular review and audit of EDI, Welsh Language and Wellbeing policies and procedures
- Participating in relevant and agreed projects, leading and championing the reputation of Public Health Wales as appropriate.
- Collating information for national benchmarking schemes, and identifying opportunities to further improve organisational performance through the attainment of existing assessments such as Disability Confident, Working Forwards and the Diverse Cymru BAME Inclusion tool.

Leadership and Management:

- Directly motivate, lead and line manage the Equality, Diversity, Inclusion and Welsh Language team through role modelling and demonstrating great personal and team leadership. (Team of two)
- Ensure appropriate recruitment, induction, PADR, training and development plans are in place to maximise the potential of all team members.
- Ensuring that staff complete all necessary statutory and mandatory training and remain up to date
- Reporting and monitoring all types of leave, e.g. annual leave, sick leave, study leave, etc., and completing all relevant documentation and updating information within ESR
- Contribute to the personal and professional development of staff through coaching, and encouraging reflective learning
- Support the Head of Employee Experience in motivating staff within the team to deliver objectives and maintain a focus on the need to continually improve outcomes for the organisation.
- Be an ambassador for the Equality, Diversity, Inclusion and Welsh Language Team, and represent the People and OD Directorate internally and externally (as appropriate)
- Act as an ambassador of Public Health Wales and NHS Wales.

Resources and Freedom to Act

- Line management of 1 staff
- Must demonstrate independence of thought, responsible for own actions and those of their team
- Represent the organisation on national groups, influences policy. Interprets national policy and guidance and what that means for Public Health Wales.
- Deputises for the Head of Employee Experience both internally and externally

PERSON SPECIFICATION

Attributes	Essential	Desirable	Method of Assessment (delete as appropriate)
Qualifications and/or Knowledge	<ul style="list-style-type: none"> • Masters or Post Graduate Diploma (or equivalent) or willingness to work towards Masters qualification relevant to field of work (for MCIPD) • Evidence of CPD • Sound understanding of equalities and human rights legislation and the Welsh Language (in Wales) Measure 2011, and preceding Welsh language legislation 	<ul style="list-style-type: none"> • MCIPD or equivalent professional qualification • Recognised training qualification • Knowledge and understanding of wider political and social drivers that influence service delivery within the NHS. 	Application Form Pre-employment checks Interview References
Experience	<ul style="list-style-type: none"> • A proven track record of leading, developing and delivering high impact staff experience and equality, diversity and human rights interventions at management level in a large and complex multi-professional organisation • Experience of developing frameworks and commissioning services, products and training • Proven experience of negotiating and influencing senior managers and staff, to engage with EDI, Welsh Language. • Experience of building effective cross functional working relationships to drive the organisation's agenda • Experience of delivering against competing priorities and deadlines • Experience of fostering positive and collaborative working relationships with recognised trade unions and other representatives 	<ul style="list-style-type: none"> • Knowledge and understanding of wider political and social drivers that influence service delivery within the NHS. • Understanding of health inequalities and interventions • Understanding of language planning issues; familiarity with Cymraeg 2050 and other Welsh policy interventions • Experience of supporting system wide change • Experience of leading staff survey processes. 	Application Form Interview References

Aptitude and Abilities	<ul style="list-style-type: none"> • Advanced communication skills including presentation skills with the ability to convey complex sensitive and contentious information in an engaging manner • Ability to communicate effectively both orally and writing in Welsh and English • Interpretation of complex personnel issues, applying equality law to practical situations • Good project management skills • Sensitivity to organisational culture, values, structure and environment • Ability to identify risks, anticipate issues and create solutions to resolve problems in relation to service or project delivery. • A proven track record of effective management and delivery at a senior level. • Ability to develop links and work collaboratively with stakeholders both internal and external. • Ability to advise and influence key internal and external stakeholders • Ability to multi-task/ prioritise and meet deadlines • Able to demonstrate strong leadership qualities. • Ability to work independently and as part of a team. • Effective influencing, negotiating and consultation skills • IT literacy and standard key board skills 	<ul style="list-style-type: none"> • Proven track record in programme design and project management • Strategic awareness of UK/NHS Wales issues • Strategic thinking and contextual understanding of NHS Workforce issues 	Interview References
Values	<ul style="list-style-type: none"> • Evidence of living our values and cultural fit • Passion for the equality and human rights agenda 		Interview
Other	<ul style="list-style-type: none"> • Ability to travel within geographical area. • Able to work hours flexibly. 		Application Form Interview

GENERAL REQUIREMENTS

- **Values:** All employees of the Health Board are required to demonstrate and embed the Values and Behaviour Statements in order for them to become an integral part of the post holder's working life and to embed the principles into the culture of the organisation.
- **Registered Health Professional:** All employees who are required to register with a professional body, to enable them to practice within their profession, are required to comply with their code of conduct and requirements of their professional registration.
- **Healthcare Support Workers:** Healthcare Support Workers make a valuable and important contribution to the delivery of high quality healthcare. The national Code of Conduct for NHS Wales describes the standards of conduct, behaviour and attitude required of all Healthcare Support Workers employed within NHS Wales. Health Care Support Workers are responsible, and have a duty of care, to ensure their conduct does not fall below the standards detailed in the Code and that no act or omission on their part harms the safety and wellbeing of service users and the public, whilst in their care.
- **Competence:** At no time should the post holder work outside their defined level of competence. If there are concerns regarding this, the post holder should immediately discuss them with their Manager/Supervisor. Employees have a responsibility to inform their Manager/Supervisor if they doubt their own competence to perform a duty.
- **Learning and Development:** All staff must undertake induction/orientation programmes at Corporate and Departmental level and must ensure that any statutory/mandatory training requirements are current and up to date. Where considered appropriate, staff are required to demonstrate evidence of continuing professional development.
- **Performance Appraisal:** We are committed to developing our staff and you are responsible for participating in an Annual Performance Development Review [My Contribution](#) of the post.
- **Health & Safety:** All employees of the organisation have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. The post holder is required to co-operate with management to enable the organisation to meet its own legal duties and to report any hazardous situations or defective equipment. The post holder must adhere to the organisation's Risk Management, Health and Safety and associate policies.
- **Risk Management:** It is a standard element of the role and responsibility of all staff of the organisation that they fulfil a proactive role towards the management of risk in all of their actions. This entails the risk assessment of all situations, the taking of appropriate actions and reporting of all incidents, near misses and hazards.
- **Welsh Language:** All employees must perform their duties in strict compliance with the requirements of their organization's Welsh Language Scheme and take every opportunity to promote the Welsh language in their dealings with the public.
- **Information Governance:** The post holder must at all times be aware of the importance of maintaining confidentiality and security of information gained during the course of their duties. This will in many cases include access to personal information relating to service users.
- **Data Protection Act 1998:** The post holder must treat all information, whether corporate, staff or patient information, in a discreet and confidential manner in accordance with the provisions of the Data Protection Act 1998 and Organisational Policy. Any breach of such confidentiality is considered a serious disciplinary offence, which is liable to dismissal and / or prosecution under current statutory legislation (Data Protection Act) and the HB Disciplinary Policy.

- **Records Management:** As an employee of this organisation, the post holder is legally responsible for all records that they gather, create or use as part of their work within the organisation (including patient health, staff health or injury, financial, personal and administrative), whether paper based or on computer. All such records are considered public records and the post holder has a legal duty of confidence to service users (even after an employee has left the organisation). The post holder should consult their manager if they have any doubt as to the correct management of records with which they work.
- **Equality and Human Rights:** The Public Sector Equality Duty in Wales places a positive duty on the HB to promote equality for people with protected characteristics, both as an employer and as a provider of public services. There are nine protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. The HT is committed to ensuring that no job applicant or employee receives less favourable treatment on any of the above grounds. To this end, the organisation has an Equality Policy and it is for each employee to contribute to its success.
- **Dignity at Work:** The organisation condemns all forms of bullying and harassment and is actively seeking to promote a workplace where employees are treated fairly and with dignity and respect. All staff are requested to report any form of bullying and harassment to their Line Manager or to any Director of the organisation. Any inappropriate behaviour inside the workplace will not be tolerated and will be treated as a serious matter under the HB/Trust Disciplinary Policy.
- **DBS Disclosure Check:** In this role you will have * direct / indirect contact with* patients/service users/ children/vulnerable adults in the course of your normal duties. You will therefore be required to apply for a Criminal Record Bureau *Standard / Enhance Disclosure Check as part of the HB/Trust's pre-employment check procedure. *Delete as appropriate.
The post holder does not require a DBS Disclosure Check. *Delete as appropriate.
- **Safeguarding Children and Adults at Risk:** The organisation is committed to safeguarding children and adults at risk. All staff must therefore attend Safeguarding Children & Adult training and be aware of their responsibilities under the All Wales Procedures.
- **Infection Control:** The organisation is committed to meet its obligations to minimise infections. All staff are responsible for protecting and safeguarding patients, service users, visitors and employees against the risk of acquiring healthcare associated infections. This responsibility includes being aware of the content of and consistently observing Health Board Infection Prevention & Control Policies and Procedures.
- **No Smoking:** To give all patients, visitors and staff the best chance to be healthy, all Health Board sites, including buildings and grounds, are smoke free.

Flexibility Statement: The duties of the post are outlined in this Job Description and Person Specification and may be changed by mutual agreement from time to time.

Signed: (Post Holder) _____ Date: _____

Signed: (Directorate Manager) _____ Date: _____

Signed: (Divisional Manager) _____ Date: _____

Date Job Description compiled: _____

Date for Review: _____

Appendix 1 - Effort Matrix. Job Title

Physical Effort

Examples of Typical effort(s)	How often per day / week / month	For how long?	Additional Comments
Home/Office environment with requirement to sit, stand and walk throughout the day.	Daily	Most of day	
There will also be a requirement for the post holder to use a VDU for a large part of the day in order to attend virtual meetings, access information and produce documents, complex reports and analysis to support deadlines.	Daily	Majority of day	Current pandemic and working from home means that screen use is increased to accommodate all meetings/communication

Mental Effort

Examples of Typical effort(s)	How often per day / week / month?	For how long?	Additional Comments
Frequent concentration required for analysing data/information and co-ordination of complex programme delivery requirements.	Daily	Varies	
Concentration required when delivering training sessions, facilitating workshops and other events.	Monthly	Up to full day	
Interruptions will take place throughout the day – staff issues, requests for ad hoc information, queries to be responded to and provision of advice.	Daily	Varies	

Emotional Effort

Examples of Typical effort(s)	How often per week / month?	For how long?	Additional Comments
Be required to communicate effectively occasionally in difficult and/or sensitive situations. This includes working with topics such as inclusion, equality and human rights as well as challenging unconscious biases in others	Few times a Month	Up to 1hour	
Requirement to engage with and often challenge managers and staff where barriers exist to implementation.	Few times a month	Up to an hour	
Deal positively and promptly with staff concerns and personal problems, challenge staff on any inappropriate behaviours or poor performance and deal with any reported breaches of the Human Resources policy.	Few times a Month	Varies	

Working Conditions

Examples of Typical Conditions	How often per week / month?	For how long?	Additional Comments
Regular requirement to travel in a timely manner throughout South Wales and on occasions to other locations across all Wales for meetings, events, conferences etc.	1-2 times per week	Varies depending on location	Current travel requirements are impacted by Covid-19. Longer term as new ways of working are adopted, the need to travel may change