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**JOB DESCRIPTION**

**Job Title:** Equality, Diversity and Inclusion Officer

**Department:** Business Services

**Salary:** Grade E

**Responsible to:** Governance and Compliance Manager

**Responsible for:** N/A

**Main Purpose of Post:**

The Equality, Diversity and Inclusion Officer will be responsible for supporting with the development and delivery of Hillcrest’s objectives in relation to equality, diversity and inclusion.

**Main Duties and Responsibilities:**

* Support with the collection, recording and analysis of internal and external stakeholder equalities monitoring data
* Prepare and deliver presentations to staff and management
* Support with implementing continuous improvements to ensure compliance with the Public Sector Equality Duty
* Support staff with the completion of Equality Impact Assessments
* Work closely with the Governance and Compliance Manager, the EDI Action Group and other staff to develop and deliver EDI related activities and plans
* Support the delivery of internal audit requirements and associated actions
* Support with monitoring and updating the EDI Action Plan to support the achievement of the objectives in our EDI Strategy
* Drive awareness of equality, diversity and inclusion across Hillcrest through a wide variety of mediums
* Work closely with the HR and Organisational Development teams to design, deliver and evaluate equality, diversity and inclusion training
* Support initiatives to ensure that our workforce, including Board members, reflects the diversity of the people and communities we support
* Undertake research and monitoring to ensure Hillcrest keeps up to date with relevant changes in legislation and good practice
* Contribute to the development of equality, diversity and inclusion related policies and procedures

**Customer and Partnership Working:**

* The post holder will develop relationships with key internal staff to support with the development of initiatives and the collection and analysis of equalities monitoring data
* Work in partnership with officers from other registered social landlords and other external organisations to drive forward improvements
* Represent Hillcrest on external equality, diversity and inclusion forums and working groups
* Maintain excellent relationships with staff, providing advice and support when required

**To attend meetings out of hours (where applicable) as required and carry out any other reasonable duties as required by the organisation.**

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**Person Specification – Equality, Diversity and Inclusion Officer**

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| **Attribute** | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * Hold an appropriate qualification equivalent to a minimum of Level 8 of the [SCQF Framework](http://www.scqf.org.uk/framework-diagram/Framework.htm) or have equivalent experience | * Hold an appropriate qualification equivalent to Level 9 of the [SCQF Framework](http://www.scqf.org.uk/framework-diagram/Framework.htm) in an appropriate subject area * Willingness to attend training or obtain additional qualifications if deemed appropriate to the role | Application Form  Qualification Certificate |
| **Experience** | * Knowledge of public sector equalities legislation * Experience of implementing equality, diversity and inclusion initiatives * Experience of working autonomously * Experience of undertaking research and keeping up with good practice | * Experience of public sector equalities legislation in a similar role * Working knowledge of Document Management software and/or SharePoint | Application Form  To evidence at Interview  References for verification |
| **Proven Competencies** | * Ability to design and deliver training and information sessions to staff at various levels * Ability to devise and draft policy and procedure documents * Ability to analyse equalities data and information to set actions and objectives * Ability to demonstrate excellent attention to detail   Ability to develop and maintain positive working relationships, demonstrating strong interpersonal and communication skills |  | Application Form  To evidence at Interview  References for verification  Test/Written Exercise |
| **Additional Role Specific Requirements** | * Flexible attitude | * Willingness and ability to work outside standard office hours, if required | To evidence at Interview  References for verification |



**CONDITIONS OF SERVICE**

**Hours:** Hours are 35.25 hours per week. Where additional hours are worked, overtime will be paid (must exceed full time hours if part time) or time off in lieu given, depending on the organisational requirements. A flexi system is in operation.

**Contract:** Permanent Post. All posts are subject to a 6-month probationary period. A formal review will take place at 2, 4 and 6 months.

**Band and Salary:** This post is Band E.

Salaries are paid monthly, directly into a bank account of your choice. The salary for the post is £35,832 - £40,217per annum (pay award pending). It is policy to commence on the first point of the salary scale unless, at the Manager’s discretion, an alternative agreement is reached.

**Pension:** Employees will initially be enrolled in the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions. At present staff contribute 5% with the employer 3% to the scheme. Further details of the scheme are available from the payroll team.

Employees with a contract of 6 months or more can however opt out of the auto-enrolment scheme and request to join Hillcrest Homes Defined Contribution Scheme with the TPT Retirement Solutions where the employee currently contributes 8.5% of earnings and the Organisation’s contribution is 8.5%.

**Health Plan:** Employee’s are automatically given free admission to the Health Plan Scheme. The cost for this is met by the Employer. Details will be sent out with the Contract of Employment.

**Annual Leave: Leave year runs from 1st January - 31st December.** Annual Leave entitlement is 225.6 hours per annum (6.4 weeks), rising to 260.85 hours (7.4 weeks) over a 5-year period.

5 days public holidays have been included in this annual leave entitlement. Managers will commence on 260.85 hours. You are required to retain 35.25 hours annual leave (or part time equivalent) to cover the shutdown period over Christmas and New Year.

**Annual leave is calculated on a pro rata basis for part time staff.**

**General:** Hillcrest Homes have their own system in place for negotiating annual pay increases. All employees have the right to join a trade union if they so wish.

**Smoking:** The person appointed will be working in a non-smoking environment. There are no designated smoking areas within the office. Smoking is permitted outside the building and should be out of view of clients and, or customers. This includes the use of E-cigarettes. Employees who are required to carry out their duties in buildings which are out with the control of the Association are jointly responsible for minimising their own exposure to risk factors such as passive smoking.

**Qualifications:** Any offer will be subject to proof of qualifications essential, and where appropriate desirable, to the post.

**Rehabilitation of** If you have any unspent convictions, you must declare

**Offenders Act 1974:** this on your application form.

In relation to ‘spent’ convictions, there is a list of convictions which must always be declared and a list of convictions that are declared, subject to rules. Failure to disclose relevant information will be regarded as a breach of trust and could lead to dismissal, disciplinary action or withdrawal of offers of employment.

If you are unsure whether or not you need to disclose a conviction and, or caution, please contact our Human Resources Department for further advice, or you can check by accessing Disclosure Scotland’s website at [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/) and check the ‘Frequently Asked Questions’.

Please note that all successful applicants will be subject to a Disclosure check through Disclosure Scotland.

HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST HOMES. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.

**Equal Opportunities:** Hillcrest Homes is striving to be an equal opportunities employer and has adopted a Policy which aims to ensure that no job applicant receives less favourable treatment on grounds of race, colour, ethnic and national origins, marital status, gender, age, religion, disability, political or sexual orientations, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

**Applications:** Please forward applications before the closing date**.**