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| A | **Post Details** | | | | | | | |
|  | Job Title: | Colleague Inclusion and Diversity Partner | Function: | Human Resources | | | | |
|  | Location: | 4ML | Unique Post Number: |  | | | | |
|  | Reports To: | Head of Colleague Experience | Grade: | MG1 | | | | |
|  |  |  |  |  | | | | |
| B | **Purpose of the Job** | | | | | | | |
| B1  B2  B3 | Support the implementation of the Inclusion and Diversity strategy to create and embed an inclusive workplace culture where all colleagues can come to work, feel safe to be themselves and make others feel welcomed, valued and respected.  Working together with internal and external groups to drive and shape Equality, Diversity and Inclusion (EDI) at Southeastern, promoting good relations and practices and reducing workplace discrimination.  To deliver EDI projects that are accessible and inclusive for everyone and in line with our targets. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8 | Maintaining, analysing and recognising patterns in diversity data to suggest and shape inclusion activities, drive action, maximise impact and evaluate success.  To act as an advocate for underrepresented groups in Southeastern, creating a sense of belonging and raising awareness of any barriers or challenges to promote positive action  To manage the National Equality Standard assessment process keeping abreast of relevant activity across the business and working together on continuous improvements.  Facilitation of a range of EDI events and forums to inspire inclusion and celebrate diversity  Working with the HR team to develop engaging and inclusive policies with guidance and signposting.  Working with the Internal Communications Team to create and coordinate a range of internal communications to reach and engage all colleagues using various channels.  Partnering with managers, union representatives and colleague network group leads to provide advice, guidance and support on equality and diversity issues  Promoting good relations and practices towards underrepresented groups in Southeastern  for making everyday inclusion a reality | | | | | | | |  |  | No |
| D | **Safety Responsibilities** | | | | | | | |  |  | No |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST | | | | Yes |  | No | **🗸** |
| D3 | This post requires SECURITY CLEARANCE | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes |  | No | **🗸** |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | **🗸** |
|  |  | | | | | | | |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | * N/A | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1 | Interpretation of local practice and activity, making recommendations for action. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1 | Reaching front-line colleagues | | | | | | | |

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| G | **Person Specification** | | | | |
|  | Southeastern aims to recruit people with the right attitude. So we look for evidence of Southeastern values in all potential employees and our colleagues looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These are: We care passionately about people  * + We put ourselves in our passengers’ shoes to do what’s right for them   + We support our colleagues to be, feel and do their best   + We love the places we serve and do our bit for our communities and environment  We aim to be the best  * + We move with pace, we’re agile and learn from everything   + We relentlessly strive to be the best   + We are professionals with personalities  We make the difference together  * + We are answerable to each other and our passengers   + We trust each other and do what we say we will   + We are stronger together than we are as individuals   The job demands the following blend of experience/knowledge, skills and behaviours (all are essential, unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | | |
| G1 | Experience, Knowledge & Qualifications  * Involvement on projects or initiatives that celebrate diversity, promote inclusion and/or reduce discrimination in the workplace * Ability to assist in the development and maintenance of action plans that align with strategy, objectives and targets * Experience of analysing and interpreting numerical data and translating such data into meaningful information * Understanding of the benefits that inclusion and diversity brings * Knowledge of colleague network groups and how they can be successful in practice * Creating a happy, healthy, respectful and constructive working environment | | | | |
| G2 | Skills (including any specific safety critical competencies)  * Able to network effectively and build constructive working relationships * Confident in challenging existing ways of working and perceptions * Open-mind and open heart that embraces difference * Strong analytical skills * Organisational and project management skills * Good listening skills | | | | |
| G3 | Behaviours  * Collaborative, actively develops cross-functional relationships * Curious about difference * Challenges self and others * Challenges inequalities * Integrity, fairness and consistency * Empathetic, caring about people as individuals * Strong interest and personal commitment to promote equality, diversity and inclusion | | | | |
| G4 | **Other** | | | | |
| H | **Dimensions of role** | | | | |
| H1 | Financial – Direct: | |  | | |
| H2 | Financial – Other: | |  | | |
| H3 | Staff Responsibilities – Direct: | |  | | |
| H4 | Staff Responsibilities – Other: | |  | | |
| H5 | Any Other Statistical Data: | |  | | |
| I | **Acknowledgement** | | | | |
| I1 | Prepared By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| I2 | Approved By (Head of Department): | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | Date: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |