

**Manchester City Council
Role Profile**

**Workforce Equalities Lead, Grade 8
HR/OD&T, Corporate Core
Reports to: Workforce Equalities Manager**

Job Family: Corporate Organisational Support

Key Role Descriptors

The Workforce Equality Strategy focuses on inclusion and increasing diversity of thought, backgrounds, and perspectives within the workforce.

It is an organisational-wide initiative bringing together some programmes designed to strengthen our ability to deliver the Our Manchester Strategy, and in doing so, creating a city where people want to live and work.

The role holder will lead and support a range of workforce equalities projects and initiatives.

The role holder will work with a range of internal and external stakeholders to develop effective approaches to project and change management as part of the Workforce Equalities Strategy.

The role holder will work in partnership with stakeholders across the organisation and beyond to support decision making and operational service delivery.

Key Role Accountabilities:

Ensuring the successful development and implementation of the communication plan for the projects managed, working closely with Internal Comms team.

Supporting Workstream Leads to ensure project benefits are identified and design an effective approach to make them a reality.

Working with the wider HR and OD teams to drive work to embed the Our Manchester behaviours through the council's new and emerging Organisation Development Plan.

The role holder will establish excellent relationships with customers and stakeholders, ensuring quality strengths based and customer focused services are delivered to high performance and quality standards.

Work collaboratively to provide comprehensive and timely information and advice to stakeholders which meets customer needs,

Deliver and, where appropriate lead, the implementation of assigned strategy and policy projects, in accordance with agreed time, quality, budget and other project performance criteria.

Oversee the collation of comprehensive management information and reports, ensuring these are produced accurately and consistently.

Develop and manage relationships with other city council services and relevant partner agencies to challenge the way services are delivered and establish options for improving performance to ensure high quality of service delivery and cost effectiveness.

Effectively communicate highly complex and potentially challenging messages both verbally and in writing, ensuring balanced and proportionate responses which protect the authority's interests.

Roles at this level may be required to manage a range of assigned resources. Staff management duties may be either through direct line management (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers. The roleholder will be expected to effectively co-ordinate resources to support the principals of 'joined up' response.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Role Portfolio: - This role sits within HROD&T

Manchester City Council's Workforce Equality Strategy sets out a plan by 2025 to be a place where our workforce fully reflects the rich diversity and talent of the communities we serve at all levels and is a place where everyone can be themselves and thrive.

Our strategy sets out the importance of ensuring our diverse employees are protected from discrimination in any form, have access to development and can progress through the council's structures, are treated with respect, have good and fulfilling work to do, and can bring their whole selves to work

The Workforce Equalities Lead is a key role which will support the delivery of the Workforce Equality Strategy by:

- Leading workforce equalities projects
- Contributing to policy and guidance.
- Developing communication and engagement plans
- Support and deliver development programmes
- Working with a range of internal and external stakeholders

Workforce Equalities forms part of the Human Resources, Organisation Development & Transformation Service. We are a Centre of Excellence focused on supporting Manchester City Council to develop a diverse and inclusive workforce.

Workforce Equalities Lead – Key Behaviours, Skills and Technical Requirements

Generic Behaviours: General

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other
- We show that we value our differences and treat people fairly

Generic Skills

- **Communication Skills:** Ability to negotiate difficult agreements with wide impact; ability to influence or persuade internal or external stakeholders. Speaks fluently, expresses opinions, information and key points of an argument clearly, makes presentations and undertakes public speaking with skill and confidence.
- **Strategic Thinking:** Ability to identify and prioritise objectives that are consistent with the strategic vision of the organisation.
- **Policy Skills:** Ability to assess long and short-term impacts of policy proposals and use evidence to test and challenge assumptions. Ability to anticipate and resolve potential delivery and implementation problems.
- **Analytical Skills:** Skills to analyse a wide range of data and other sources of information to break them down into component parts, patterns and relationships; probes for further understanding of problems and makes rational judgements from the available information and analysis demonstrating an understanding of how one issue may be part of a much larger system/issue.
- **Planning and Organising:** Ability to organise own time effectively, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required.
- **Problem solving and decision making:** Ability to formulate independently a range of options for new or unfamiliar situations and to select the appropriate course of action to produce a logical, practical and acceptable solution. An ability to make independent decisions of a relatively uniform nature.
- **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework.

Technical requirements (Role Specific)

- A good understanding of the Equality Act 2010 and Public Sector Equality Duty.