

TITLE OF POST: INCLUSION MANAGER

GRADE: POG

RESPONSIBLE TO: HR DIRECTOR

MAIN PURPOSE OF JOB:

To be responsible for the design, implementation and evaluation of key Inclusion and Employee Experience strategies, resulting in measurable improvements in employee inclusion, employee experience and employee engagement.

Working with the OD Manager and HR Director and other leaders on the development and implementation of Service culture and inclusion strategies, embedding values in the workplace, by challenging, leading and inspiring managers and staff.

1 ROLE SPECIFIC DUTIES

- 1.1 Assessing the Service's current performance on inclusivity and employee experience across all workplaces.
- 1.2 Developing cross-cutting strategies, setting objectives/targets and monitoring/reporting progress.
- 1.3 Creating the conditions for Inclusion through the behaviours, practices and values of our people.
- 1.4 Manage and develop the role of Inclusion Adviser.
- 1.5 Ensuring that Inclusion principles and practices are built-in to all of our people management and people development policies, strategies and plans.
- 1.6 Designing recruitment strategies to fulfil our inclusion and diversification objectives.
- 1.7 Ensure that the Service embraces and complies with its obligations under the Public Sector Equality Duty, other legal requirements and the national Core Code of Ethics for the Fire and Rescue Service sector.
- 1.8 Supporting, facilitating and developing the effectiveness of the Staff Networks to enable them to exercise real influence within the Service.

2 MANAGEMENT DUTIES (GENERAL POLICY)

- 2.4 To promote the Service Vision, 'Creating the Safest Community'.
- 2.5 To efficiently manage the delivery of departmental activities within the Service.

- 2.6 Manage the implementation of the Authority's strategic and Integrated Risk Management Plans within your department.
- 2.7 To ensure that all policies and procedures within the function are adhered to in accordance with regulations, lean thinking and value for money.
- 2.8 Deliver the development, management and evaluation of strategic organisational projects and activities relative to the work of the service by applying appropriate management strategies.
- 2.9 Contribute to the development and implementation of relevant departmental policies and procedures in line with relevant national policy and ensure compliance in relation to all relevant regulations and legislation.
- 2.10 Support the HR Director on the preparation, monitoring and review of revenue and capital budgets as appropriate.
- 2.11 Continuously review working practices to identify and manage change programmes to promote continuous improvement.
- 2.12 Manage appropriate and robust quality and assurance systems within the department.
- 2.13 Manage and maintain positive and effective liaison links with appropriate organisations and partners as required.
- 2.14 Support and prepare quality management reports for consideration by the Fire Authority, Human Resources Committee, Executive Leadership Team and other groups.
- 2.15 Contribute and deliver the implementation of sound business continuity plans which offer an appropriate level of resilience to the Service, where required.
- 2.16 Manage the performance of our people through transparent, structured Personal Development Plans. Driving performance through objective setting, timely reviews and where required structured development plans.
- 2.17 Ensure complete compliance with current Data Protection Legislation through the management of your department.
- 2.18 Undertake any other duties as directed.

3 HEALTH AND SAFETY (GENERAL POLICY)

- 3.1 By reference to current health and safety legislation and the Service's Health and Safety Policy to ensure that all employees within your department:-
- 3.2 Take reasonable care for their own health and safety.
- 3.3 Consider the safety of other persons who may be affected by their acts or omissions and to cooperate with their employer to perform and comply with any duties or requirements imposed upon them.

- 3.4 Work with machinery, equipment and substances in accordance with information and training provided.
- 3.5 Refrain from intentionally misusing or recklessly interfering with anything that has been provided for the purpose of health, safety and welfare.
- 3.6 Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- 3.7 Conduct line management responsibilities in relation to Section 2.1 of the Service's Health, Safety and Welfare Manual.

4 EQUALITY AND DIVERSITY (GENERAL POLICY)

- 4.1 To be responsible for managing equality, diversity and inclusion policies through engagement and a positive attitude to secure continuous improvement in organisational culture.
- 4.2 To ensure your colleagues have an understanding and commitment to equality, diversity and inclusion in accordance with service policies and procedures and demonstrate positive promotion of equality and diversity principles through working to the Service's core values.
- 4.3 To champion the principles of equality and diversity and provide appropriate advice, guidance and support.
- 4.4 To challenge inappropriate behaviour and non-compliance with equality and diversity policies, procedures and principles.

5 SAFEGUARDING

- 5.1 To ensure your department promote the application of the Authority's Safeguarding Policies.