



## Job Description and Person Specification

Job Description	
<b>Job Title:</b>	<b>Equality Diversity and Inclusion Lead</b>
<b>Hours of Work:</b>	1.0 whole time equivalent (35 Hours per week with options for flexible working)
<b>Contract:</b>	Permanent
<b>Reports to:</b>	Chief Executive Officer
<b>Accountable to:</b>	Chief Executive Officer
<b>Place of Work:</b>	Head Office of the SoR, home working or hybrid model
<b>Grade:</b>	Grade D
<b>Information about the Society and College</b>	<p>The Society and College of Radiographers are two separate companies operating together to provide service and support for those involved in radiography. As a Group they enable the Society to fulfil its role as the professional body and trade union for those practicing in clinical imaging and radiotherapy while the science of radiography is advanced for the public benefit.</p> <p>The Society (SoR) is a Special Register trade union affiliated to the TUC with approximately 30,000 members. The College (CoR) is an independent charitable company registered in England and Scotland. The issued share capital of the College is owned by the Society.</p> <p>Although legally distinct companies, the Society and College operate in a seamless way and have common objectives concerned with the promotion and development of clinical imaging and radiotherapy, the promotion of study and research into radiography and the promotion of public awareness of the profession. All of these objectives are seen to be directly for the public benefit. As the trade union, the Society has the additional objective concerned with protecting the honour and interests of radiographers and others involved in the practice of radiography.</p>

<b>Job Purpose</b>	<p>This role will have lead oversight of Diversity, Equity, Inclusion and Belonging (DEIB), working cross organisationally to create a dynamic, aspirational and ambitious DEIB culture both within the SOR / COR and amongst SoR members.</p> <p>To ensure SOR / COR employee base and the wider radiography workforce reflects the diversity in society; where employees &amp; members have confidence and ability to challenge culture, discrimination and structural barriers to inclusion throughout the profession in education, workplaces, and practice.</p> <p>Develop a long term DEIB strategy that supports the SOR / COR business and strategic plans.</p>
<b>Dimensions</b>	<ul style="list-style-type: none"> <li>• Matrix management – working inter-departmentally on projects to ensure that each department and each employee takes responsibility for embedding EDI within their teams.</li> <li>• Both internal and external focus (i.e. SOR / COR focus, and externally for our membership)</li> </ul>

<b>Key Objectives</b>	<ol style="list-style-type: none"> <li>1. Ensure that DEIB is prioritised and maintained as a core organisational aim, and that DEIB is embedded in the culture of SOR / COR across all departments and, through the network of National, Regional and Professional Officers, externally across member workplaces.</li> <li>2. To create a dynamic workforce DEIB culture, bringing together managers, staff, DEIB networks and members to create a strong DEIB strategy for SOR / COR.</li> <li>3. Collect data and report on DEIB both internally and for SOR membership, to demonstrate progress and delivery, and to identify areas for improvement.</li> <li>4. Act as subject matter expert, interpreting DEIB standards, best practice, and legislation, ensuring staff, leaders, Officers and members understand their collective and individual responsibilities.</li> <li>5. Develop alliances and networks and positively engage with external agencies, communities, and stakeholders to enhance the SOR / COR reputation, ensuring our members are fully engaged in our DEIB work and involved in improving our services to members.</li> <li>6. Develop and deliver appropriate DEIB management information and reporting to enable appropriate governance of the DEIB strategy and inform action planning.</li> <li>7. Analyse and interpret DEIB performance data, benchmarking with best practice and innovative approaches to make targeted strategic and operational recommendations for implementation.</li> <li>8. Prepare briefing papers, progress reports and give recommendations, with the aim of guiding and leading the SOR / COR to adopt positive DEIB practices in employment, training, and</li> </ol>
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	<p>services to membership.</p> <ol style="list-style-type: none"> <li>9. To keep abreast of developments and maintain proficiency in Equality legislation and best practice DEIB and share learning.</li> <li>10. Provide advice on the practical application of equality legislation to a diverse range of complex situations within the employee lifecycle at SOR / COR and in membership workplaces.</li> <li>11. Manage and report on the Equality Impact Assessment process for SOR / COR activities.</li> <li>12. Co-design and deliver core DEIB training interventions, action learning and CPD.</li> <li>13. Provide oversight, coaching leadership and supervision of practice for EDI Champions and Equalize Groups.</li> </ol>
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## COMMUNICATIONS AND WORKING RELATIONSHIPS

### **Internal**

- Chief Executive, Executive Directors and Heads of Department
- Joint Equalities Committee to inform and update the College Board of Trustees and UK Council Members.
- ER & HR Business Partner
- Professional, National and Regional Officers
- All staff
- EDI Champions

### **External**

- External training providers
- External DEIB networks and stakeholders
- Equalise

<b>Person Specification</b>				
	<b>Criteria (E= Essential D = Desirable)</b>	<b>E</b>	<b>D</b>	<b>Evidenced by</b>
<b>Previous Experience</b>				
1.	Significant experience of working in the field of equality, diversity and inclusion, particularly within the context of facilitating culture change in organisations.	✓		Application form (Shortlisting question) & evidence at interview
2.	Proven experience of championing equality, diversity and inclusion within a small organisation.	✓		Application form (Shortlisting question) & evidence at interview
3.	Proven experience of championing equality, diversity and inclusion within the healthcare industry / NHS.		✓	Application form (Shortlisting question) & evidence at interview
4.	Experience of culture, organisational development and change management within a small organisation.	✓		Application form (Shortlisting question) & evidence at interview
5.	Experience of culture and change management within a Trade Union / Membership Organisation .		✓	Application form (Shortlisting question) & evidence at interview
6.	Project Management experience.	✓		Application form (Shortlisting question) & evidence at interview
7.	Experience of managing a matrix team and collaborative working skills across organisations with the ability to establish and maintain good working relationships internally and externally, whilst championing EDI.	✓		Application form (Shortlisting question) & evidence at interview
8.	Experience with effective remote working		✓	Interview
<b>Knowledge</b>				
9.	An empathetic understanding of issues around discrimination and marginalization, particularly as it impacts on groups with protected characteristics.	✓		Interview
10.	Understanding of current legislation relevant to equality, inclusion and diversity, and latest reports and research relevant to the lived experiences of those from marginalised backgrounds or those with protected characteristics.	✓		Interview
11.	Knowledge of relevant networks and groups, across the health care profession, who could play active roles across both the SOR / COR (and ideally the membership) in supporting EDI culture change.		✓	Interview
12.	Experience and knowledge of health professions and the NHS in the UK		✓	Interview
<b>Abilities, Skills, Competencies &amp; Behaviours</b>				
13.	Ability to think strategically, to translate strategy into action, and to turn ideas, concepts and evidence from a broad range of sources into clear, concise, written policy statements, reports, and presentations and implementation plans for SOR / COR	✓		Interview
14.	Demonstrable ability to interact and influence at a all levels, to have difficult conversation in constructive and solutions focused way.	✓		Interview
15.	Excellent oral and written communication and influencing skills, including being able to speak in	✓		Interview

	public, influence others and to carry a debate with a wide range of individuals, groups and organisations and employer groups			
16.	Strong self-management and ability to work effectively without support	✓		Interview
17.	Being comfortable with using and utilising data and an evidence based approach to inform activity and strategy	✓		Interview
18.	Practical knowledge and experience of Microsoft Outlook, Word, Excel and PowerPoint and other IT and Video conference packages		✓	Interview / Test
19.	A calm, assertive, persuasive and professional approach that reflects SoR values at all times	✓		Interview
20.	Able to maintain confidentiality and handle extremely sensitive information with diplomacy and tact	✓		Interview
21.	Excellent organisational skills, to plan, able to prioritise effectively and manage multiple demands and meet deadlines	✓		Interview
22.	Excellent communication skills: clear, effective and confident in spoken communication	✓		interview
23.	High standard of written communication, able to write clearly, logically, concisely and appropriately for the particular audience	✓		Application form, test
24.	Understanding of data protection principles	✓		Interview
25.	Good standard of numeracy, relevant to the role	✓		Application form, test

**FOR EXTERNAL USE**

**Society and College Radiographers**

Key to chart

