



# JOB DESCRIPTION



***Supporting a thriving parliamentary democracy***

<b>Job title:</b>	<b>Diversity and Inclusion Coordinator</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>B2</b>
<b>Pay range:</b>	<b>£30,452- £36,532 per annum</b> ( <i>Appointment will normally be made at the minimum of the pay range</i> )
<b>Team:</b>	<b>Corporate Services</b>
<b>Section:</b>	<b>Diversity and Inclusion</b>
<b>Reports to:</b>	<b>Deputy Head of Diversity and Inclusion</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>Full time, 36 hours</b>
<b>Contract type/ duration:</b>	<b>Fixed term for 18 months with possibility of extension/permanency</b>
<b>Issue date:</b>	<b>04 October 2018</b>
<b>Closing date:</b>	<b>31 October 2018 at 23.55</b>

## **The House of Commons**

The House of Commons and the iconic Palace of Westminster are key elements of the UK Parliaments. Around 2,500 staff work behind the scenes at the House of Commons, supporting the democratic process in many different ways. We are politically impartial and take great pride in the vision and values which guide our work.

It takes a huge range of skills and experience to keep the House of Commons running, and we all contribute to supporting a thriving parliamentary democracy.

## **Team information**

The Corporate Services Team is responsible for corporate strategy and planning. It is also charged with providing efficient, accurate and customer-focused management of human and financial resources.

The Corporate Service team also develops HR, finance and policies and standards to support internal customers across the House, organisational development and monitoring of performance.

## **Job introduction**

The purpose of this role is to coordinate the work of the Diversity and Inclusion Team to ensure objectives are achieved and outputs are evaluated and communicated. This includes implementing the Diversity and Inclusion Strategy and associated activities, in line with the House of Commons Corporate Business Plan.

The other core part of this role is to analyse data and produce reports on staff diversity. Using this information, the postholder will work with the team and other stakeholders to improve services, policies and practices with the aim of building a culture of inclusion in the House and increasing the diversity of its staff.

**Key stakeholder relationships**

Managing Director, Corporate Services

Business Management Directors

HR Director

The Clerk of the House (Diversity Sponsor)

Mr Speaker

Managers in all Teams and offices

People Programme

Workplace Equality Networks

HR and L&D teams

Members and their staff

Staff of the House

D&I Manager, House of Lords

National equality organisations such as Stonewall, Business Disability Forum, Action on Hearing Loss, and Inclusive Employers and Business in the Community.

**Management responsibility**

*None.*

**Location**

This post will be located on the Parliamentary Estate, Westminster, London.

**Security**

Successful candidates will be required to complete pre-employment checks. This includes security vetting to Counter Terrorist Check (CTC) level unless otherwise specified. All successful candidates are required to pass these checks before an offer can be confirmed.

Applicants should be aware that if they have resided outside of the UK for a total of more than two of the last five years they are not usually eligible for vetting (but we assess each case individually).

**Hours**

Consideration will be given to candidates who wish to work part-time or as part of a job share. If you are selected for interview please inform the panel of the days/hours you are available to work, alternatively you can inform the recruitment team at any stage of the process.

Net conditioned full-time working hours for staff of the House are usually 36 per week. This excludes daily meal breaks of one hour.

The exact daily times of attendance will be agreed with line management.

**For further information:**

Candidates should refer to the House of Commons careers website [www.careers-houseofcommons.org](http://www.careers-houseofcommons.org) or contact [Recruitment@parliament.uk](mailto:Recruitment@parliament.uk) or 020 7219 6011.

**Application and selection process**

We will conduct a sift based on the criteria set out in the skills and experience section and successful candidates will be invited to attend a competency based interview.

## **Key responsibilities**

1. Manage and coordinate work across the D&I team to ensure delivering against the D&I Strategy and other objectives, including monitoring of actions, outputs, risks and issues.
2. Work closely with the HR teams to produce the annual House of Commons and Digital Service Diversity Monitoring Report and monitor the diversity data of applicants when recruiting.
3. Manage the D&I budget and produce quarterly updates to the Head of D&I. Raise purchase orders and pay invoices for as required.
4. Provide advice to staff, internal and external stakeholders, visitor on general diversity and inclusion queries.
5. Develop, implement and monitor the team virtual sites including the Parliamentary Diversity and Inclusion intranet pages, SharePoint microsite and website using the content management system (CMS) in liaison with the House of Lords D&I Manager. Ensure that D&I activities are on placed on the appropriate social media websites to broaden engagement.
6. Develop, implement and monitor the communications plan for the work of the team that is linked to the Diversity and Inclusion strategy and activities to the team, this includes events, benchmarks and campaigns.
7. Provide support for major projects, events and campaigns within the team emerging from the D&I strategy.
8. Develop and deliver the internal Parliamentary D&I Awards scheme in recognition of staff contributions to diversity and inclusion.
9. Act as D&I records officer.
10. Provide support to the Workplace Equality Networks when required.

## **Qualifications:**

There are no mandatory qualifications for this role.

<b>SKILLS AND EXPERIENCE</b>  <i>There is no criteria 7 or 8 required at application stage, so please write N/A when completing your application form.</i>	<b>APPLICATION FORM</b>	<b>TEST/ EXERCISE</b>	<b>INTERVIEW</b>
<b>CRITERIA 1 – Planning and Organising</b> Prioritises and organises own and others’ workloads to ensure delivery of work to deadlines and high-quality standards. Takes initiative to develop new ways to improve working practices.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2 – Analysing and Decision-making</b> Reviews all the information gathered to understand the situation, and draws logical conclusions. Is aware and effectively uses appropriate sources of information.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3 – Communicating clearly</b> Excellent written and oral communication skills: writes and presents complex information in a clear and logical way, meeting the needs and understanding of the intended audience.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4 – Working with people</b> Well-developed interpersonal skills: consults others for ideas and suggestions; develops mutual trust and confidence in others, able to build effective relationships with, and relate to, people at all levels and from diverse backgrounds. Works flexibly within teams to ensure shared goals are met.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5- Inclusion</b> Understands and acts in a way which champions and role models diversity and inclusion principles. Promotes and maintains an atmosphere of openness, acceptance and support for others.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6 – Confidentiality</b> Able to deal with sensitive and confidential matters, exercising tact and discretion at all times with individuals, and maintaining confidentiality.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 7- Advanced user of Excel</b> Ability to manipulate data to produce reports, graphs and charts.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>