

# JOB DESCRIPTION



## *Supporting a thriving parliamentary democracy*

<b>Job title:</b>	<b>Diversity and Inclusion Programme Manager</b>
<b>Campaign Type:</b>	<b>Concurrent</b>
<b>Payband:</b>	<b>B1</b>
<b>Pay range:</b>	<b>£37,510- £43,361 per annum</b> ( <i>Appointment will normally be made at the minimum of the pay range</i> )
<b>Team:</b>	<b>Diversity and Inclusion</b>
<b>Section:</b>	<b>HR and Diversity</b>
<b>Reports to:</b>	<b>Head of Diversity and Inclusion</b>
<b>Number of posts:</b>	<b>1</b>
<b>Hours:</b>	<b>Full time, 36 per week</b>
<b>Contract type/ duration:</b>	<b>Fixed term for 18 months With the possibility of extension and / or permanency</b>
<b>Issue date:</b>	<b>30/10/2019</b>
<b>Closing date:</b>	<b>10/11/2019 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 House of Commons of Diversity and Inclusion Strategy is incorporated into the Corporate strategy and is key to delivering the corporate objective of "Supporting a thriving Parliamentary Democracy." The Diversity and Inclusion team is responsible the development and monitoring and assurance of the D&I Strategy and also delivering projects, programmes, initiatives, expert advice and guidance for the House.

### **Job introduction**

The purpose of this role is to manage a number of House of Commons' key diversity and inclusion programmes as part of the Diversity and Inclusion Strategy.

### **Key stakeholder relationships**

Managing Director, Corporate Services  
Business Management Directors  
The Clerk of the House (Diversity Sponsor)  
Mr Speaker  
Managers in all teams and offices  
Workplace Equality Networks  
HR, recruitment and L&D teams  
Visitor Services team  
Members and their staff  
Staff of the House  
House of Lords I&D Manager  
Diversity and Inclusion experts and practitioners

### **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 eligible for vetting.

Please visit: <https://www.parliament.uk/documents/PSD-Security-Vetting-booklet.pdf> for further information.

### **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

<https://www.parliament.uk/about/working/jobs/> 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 test and competency based interview.

## Key responsibilities

- Lead on a number of Diversity and Inclusion programmes including; Pathways to Success, the BAME and the R&R internship programmes, Equality Analysis, D&I benchmarking and indices and the D&I learning and development offer.
- Manage and deliver Diversity and Inclusion programmes and projects, identifying best practice and working with key and diverse stakeholders, writing papers, delivering briefings and managing contracts.
- Develop and deliver action/programme plans. Monitoring, reviewing and evaluating the whole cycle of the action/programme plan to identify, eliminate and/or reduce any risks and progress delivery.
- Lead, inspire and influence others, articulating and promoting the benefits of Diversity and Inclusion in the House of Commons.
- Consult and provide advice and strategic input to key stakeholders across teams including senior colleagues on Diversity and Inclusion to successfully bring about change.
- Identify and build relationships with external partners and organisations to share knowledge and expertise to help drive continuous improvement.
- Any other duties reasonably required of the post holder by the reporting manager.

## Qualifications:

There are no mandatory qualifications for this role.

The House Service are proud of our organisational Values, which will deliver our strategy. We are looking for people who can bring these values to life:

**Inclusive:** We value everyone equally; We respect each other; We all have a voice

**Courageous:** We try new things; We own our actions and decisions; We learn from our mistakes

**Trusted:** We trust each other to do a good job; We are impartial; We build confidence in Parliament through our integrity

**Collaborative:** We share our knowledge and experience; We work towards a shared vision; We know we work better in a partnership

SKILLS AND EXPERIENCE	APPLICATION	TEST / EXERCISE	INTERVIEW
<b>CRITERIA 1</b> A track record of delivering practical and effective diversity and inclusion projects and programmes to a high standard with minimal direction and within tight timescales.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 2</b> Communicates, orally and in writing, complex issues and information in a succinct and appropriate way which also creates 'buy-in'.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 3</b> Excellent organisational skills and ability to prioritise with a sound knowledge and understanding of programme and project management, with a track record of delivery projects on time and with the agreed performance criteria.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 4</b> Good communication, interpersonal and team-working skills: able to build and maintain effective relationships with, and relate to, people at all levels and from diverse backgrounds, adopting a flexible approach.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 5</b> A sound understanding of the Equality Act 2010 and demonstrable commitment to, the principles of equality, diversity and inclusion.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>CRITERIA 6</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</b> Experience of managing and monitoring budgets, including analysing and interpreting information and identifying discrepancies.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>