



Job Description

Details of a current vacancy in the House of Lords. To apply for this post, please ensure you complete all sections of our online application form found at <http://www.parliament.uk/about/working/jobs/>

Job Description

Job title

Inclusion and Diversity Manager

Reference number

HRIDM

Office

Human Resources

Grade

HL6

Starting Salary

£31,150

Term

This is a permanent post.

Scope of the job

Background

This is a fantastic opportunity to work within the House of Lords HR Office, working alongside and providing direct support to the Deputy Head of Inclusion and Diversity (I&D). This role is positioned in one of the HR Office's 'Centres of Expertise' and provides the opportunity to work on projects which support all Offices within the Administration.

Inclusion and Diversity has been recognised as one of the Administration's four corporate objectives, to "embed inclusion, embrace diversity and improve our culture". This is an area of work which touches all corners of the Administration, that will inevitably mean this post-holder will be extremely visible within the Administration. This role will involve day to day project management and the opportunity to represent the Administration at internal and external meetings and events. The role will be the third role within the I&D team and will have a significant impact on policies and practices Administration-wide.

This opportunity will offer a close-up view of Parliament at work and how the Administration helps make that happen effectively. The post would suit individuals who enjoy working in a fast-paced, stimulating environment and those who are looking for a job that offers opportunities for significant professional development.

The Human Resources Office provides a full professional HR service for all colleagues in the Administration. The HR Office provides advice and guidance and is responsible for cultivating a culture where everyone feels welcome, and where they can be themselves.

Main objective

The key objective of this role is to support the Deputy Head and Head of Inclusion and Diversity in the continuous development and delivery of the Inclusion and Diversity strategy for House of Lords Administration. We are looking for a subject matter expert, who will provide advice and guidance to our staff network groups and colleagues across all grades. The post-holder will be responsible for the delivery of key projects such as the Social Mobility Work Experience Programme and the Administrations' participation in National Inclusion Week, as well as inclusion-based external benchmarks.

Key internal and external relationships

Reporting to the Deputy Head of Inclusion and Diversity, the post-holder will also work closely with the HR Business Partners and HR Centres of Expertise as well as with the Internal and External Communications teams.

Other key relationships will be with:

- Staff of the House at all levels
- Chairs, committees and members of the Workplace Equality Networks (which are well-established, and are open to members of both Houses, their staff, and the staff of both Houses)
- The House of Commons Diversity and Inclusion team
- Parliamentary Digital Service senior managers and wider colleagues
- External partners and benchmarking organisations

Main responsibilities

Line management and budgetary responsibilities

The post will not initially have direct line management responsibilities but will be responsible for managing work experience students and facilitating job-shadowing opportunities within the team.

Other responsibilities of the post

Project Management

- Leading on and co-ordinating the National Inclusion Week project for the Administration, this project will involve event management and co-ordination of a communication campaign.
- WEN (Parliamentary Workplace Equality Networks) engagement and direction/ advisory role and leading on areas of work which the I&D team will deliver in partnership with the WENs. Often this post-holder will be the 'expert in the room', drawing upon their industry knowledge to advise the WENs on current thinking and best practice in order to make good decisions.
- Collaboratively coordinate with the Internal Comms team to organise the annual House of Lords Priorities Awards
- Develop and launch a replacement for the school-aged work experience scheme focused on social mobility in 2020.
- Create and manage an annual Diversity Calendar which acknowledges specific awareness days and celebrations, in collaboration with Catering

and Retail Services colleagues, as well as the Workplace Equality Networks.

Communications

- The post-holder will be responsible for designing and delivering a 'new look' I&D suite of intranet pages, this will involve drafting content, migrating content over to the new design and using expertise to determine whether the information provided is still relevant.
- The post-holder will frequently be required to contribute to internal communications articles, for the Administration and wider Parliament, as well as external communications also.
- Managing I&D inboxes – this will involve handling potentially delicate information sensitively and discreetly, and will require a knowledge of some employment law and the Administration's practices and policies. The post-holder will be required to make judgement calls on the best way to handle these enquiries and provide sound advice.
- Sharing responsibility with the wider I&D team in delivering the I&D section of the House of Lords Induction for new starters on a frequent basis.

Events management

- Creating and coordinating central I&D events throughout the calendar year to complement the 'Focus on Inclusion' strategy and action plan, 2019-2021.
- The post-holder will be required to provide event management support for WEN events, Administration events such as lunch and learns, workshops and seminars. Often this post-holder will be the main point of contact for external guests, guest speakers and House Members (such as the Lord Speaker). This support will require a high level of customer service skill, diplomacy, organisation and project management to ensure events run smoothly and professionally. Occasionally the post-holder will be required to present at these events, requiring a level of confidence and expert knowledge.
- Room booking and event administration will also be a smaller part of this role, including coordination of multiple stakeholders.

Additional role-specific duties

- Provide advice and guidance for colleagues at all levels of the Administration as a subject-matter expert for I&D. This can include individual support as well as Office-wide work in the form of bespoke training, for example.
- Review the Equality Analysis process and design a mechanism for recording all EAs consulted upon within the House of Lords.

External Benchmarking

The post-holder will be the lead project manager on a number of external benchmarks, as committed to in the 'Focus on Inclusion' strategy, 2019 – 2021. The benchmarks will include; The Top 50 UK inclusive Employers index, the Stonewall Workplace Equality Index, the National Inclusion Standard and the Race at Work Charter activity.

All of the above will involve co-ordination of a wide range of activities and data gathering/ analysis.

Person specification

The qualifications required for the post are:

Although there is no requirement to have a degree, the post-holder will be required to have a degree-level writing skill and relevant experience is essential. The person should have been working in the area of I&D, or associated areas, in at least one previous role, to ensure a detailed level of subject knowledge and experience. The post-holder will be called upon to provide expert, subject matter advice when queries come into the team and will be required to be a first point of contact for a variety of internal customers. They will be acting as representative for the House of Lords in various functions, including workshops, events and conferences.

The post-holder will be required to attend annual employment law update seminars to ensure their knowledge is relevant. The post-holder will also be required to attend external workshops with other organisations to learn best practice and the theoretical knowledge needed to excel in this role.

The knowledge, skills and experience required for the post are outlined below. Each element will be assessed in the examples you provide in your application form. Should you be shortlisted these areas will be assessed in more depth at interview and, if appropriate, in a test.

Competencies

- **Relevant I&D understanding** – Previous experience of working on I&D or HR initiatives and a commitment to inclusion and diversity
- **Effective communication skills** - Ability to draft I&D communications ranging from reports to communication notes and emails to a high standard. Experience of drafting and delivering presentations/training to varying group sizes
- **Influencing and negotiation** - Proven influencing and communication skills with colleagues/stakeholders at varying levels
- **Problem solving** – A high-level of initiative and adaptability, including the ability to offer resolutions and advice for individual cases
- **Data analysis** - The ability to analyse basic data, disseminate results clearly and develop mitigation plans where necessary
- **Quality customer service** – Proactive, customer and business-focused skills including the ability to advise on individual issues and wider business cases
- **Professionalism, tact and discretion** - Manage sensitive issues tactfully and with discretion, representing the I&D team internally and externally with professionalism and specialist knowledge
- **Build and maintain strong working relationships** – Both within and outside of the House of Lords, and wider Parliament, at all levels. Experience of working effectively with others, including challenging, guiding and advocating as required, adapting effectively to a range of situations, individuals and groups
- **Proficient IT skills** – Primarily for Word, Excel and PowerPoint

Desirable

- **Benchmark experience** - Experience of contributing to I&D external benchmarks such as the National Inclusion Standard, Stonewall Index, Top 50 Inclusive Employers Index, Disability Confident, etc.

Terms and conditions

Salary and allowances

The post is paid in accordance with House of Lords grade HL6 (£31,150 starting salary per annum). Pay increases usually depend on performance as assessed in annual performance reviews. Salary is paid monthly by bank transfer.

Probation

There is a probationary period of nine months.

Term and hours

The post is permanent and is for 41 hours per week (including break-time).

Consideration will be given to candidates expressing a wish to perform the role on a flexible working arrangement such as those set out below;

- Part-time working
- Job-share
- Compressed hours
- Home working (1-2 days a week)

If selected for interview, please inform the panel of the days/hours you are available to work.

Benefits

As an employee of the House, you will be entitled to our benefits such as a season ticket loan, a Parliamentary Health and Wellbeing Service, including access to a dedicated Employee Assistance Programme and many more. Full details can be found on our [Employee Benefits](#) page.

Pension

The House of Lords participates in the [Civil Service Pension Schemes](#). As an employee of the House, you will be entitled to join one of these highly competitive pension scheme arrangements.

Annual leave

Annual leave entitlement is 30 days (increasing to 35 days after one year's service) plus public and bank holidays. In most offices annual leave may be taken only during periods when the House is in recess and must always be agreed in advance with the line manager and Head of Office.

Inclusion and Diversity

The House of Lords Administration is committed to increasing diversity & maintaining an inclusive workplace culture. We welcome applications from all qualified candidates regardless of their ethnicity, cultural heritage, gender, religious beliefs, sexual orientation, age, marital status or whether or not they

have a disability. The Administration actively considers flexible working arrangements and reasonable adjustments.

We particularly welcome applications from communities currently under-represented within the team, including applicants who identify as Black, Asian and Minority Ethnic.

Pre-appointment checks

For external candidates, appointment depends on satisfactory references, health and security checks and where necessary proof of qualifications.

Successful candidates' publicly open social media profiles will also be checked under this stage of the process and information obtained may be used to review suitability for the job role.

Baseline Security Standard

The House of Lords (along with all government departments) has to comply with a Baseline Security Standard. The standard requires that we ascertain the identity of the applicant, their right to work in the UK, their employment or academic history over the last three years, and their address history over the last three years.

In addition, applicants are required to give a reasonable account of any significant recent periods of time (more than six months) spent abroad. Applicants who have been unemployed or self-employed for over six months in the last three years (whose last three years' employment/academic history are not covered by references) will be asked to provide further documentation to prove their history.

Returning your completed application

Please complete your online application by 23.55 on Sunday 2 February 2020. Internal applicants please ensure you discuss your application with your Head of Office and your line manager before you submit your application.

Telephone enquiries

If you wish to find out more information about this post please contact Gemma Lomas on 020 7219 7030.

No recruitment agencies please.