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**PUBLIC HEALTH SCOTLAND**

**JOB DESCRIPTION**

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| **1. JOB DETAILS** |  |
| Job title: | Equality, Diversity and Inclusion Manager |
| Immediate senior officer/line manager: | Service Manager – Business Operations |
| Department(s): | Governance and Resources |
| Directorate : | Strategy, Governance and Performance |
| Location | Edinburgh or Glasgow |
| CAJE reference | NPPHSS057 |

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| **2. JOB PURPOSE** |
| Public Health Scotland (PHS) has been established to provide the national level professional leadership to deliver a world-class public health system for Scotland. As the Equality, Diversity and Inclusion Manager for the organisation, the postholder will champion an organisational culture that values equality, diversity and inclusion and play a key role in developing, leading and implementing the policy, strategic direction and culture across PHS in the area of Equality, Diversity and Inclusion.  The postholder will collaborate with key stakeholders internally and externally to create a compelling vision for Equality, Diversity and Inclusion across PHS. They will devise effective delivery plans to ensure that the organisation is a leader not only in its internal ways of working but also in how this supports the work of the organisation to tackle health inequalities. The postholder will be the technical expert in all matters relating to Equality, Diversity and Inclusion. This will include understanding and interpreting key legislation and guidance; developing effective ways of working to ensure effective Equality Impact Assessment and Equalities Monitoring; collaborating with the Staff Networks (Minority Ethnic Representation Network; Disability, Neurodivergent and Long-Term Conditions Network; and LGBT+ Network); and leading the development of the organisational response to Equality, Diversity and Inclusion. The postholder will also work with external networks to share best practice. |

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| **3. DIMENSIONS** |  |
| This role sits within the Governance and Resources service and will be responsible for providing advice and support on equality, diversity and health inequalities to PHS to help it to mainstream equalities, comply with legal requirements and reduce health inequalities, and as a result of this promote equality and address discrimination. The role will develop and implement plans to support driving a positive and inclusive culture across PHS including in response to external assessment of current ways of working. The post will work with other services in Governance and Resources to support this work including the services that support internal learning and development coupled with external public health workforce development services. This work will support new initiatives to support PHS as an Anchor Institution; services to tackle health inequalities; and equality, diversity, inclusion and human rights from an internal organisational perspective.  External relationships include: Scottish Government, NHS Boards (and other NHS Organisations), Local Authorities; professional bodies such as Royal Colleges, the Scottish Parliament, other partner organisations, the media, the public, commercial organisations and research bodies.  As PHS is a developing organisation operating in a complex and fast changing environment, a level of workforce flexibility will be required and it is expected that all staff in PHS will work effectively in this environment. The post-holder must manage the conflicting demands that this entails, negotiating and influencing customers in terms of timescales and deadlines.  Whilst the role will not have any direct line management responsibility they will expected to demonstrate effective leadership across all aspects of their work and deliver specialist training to staff across PHS and to other stakeholders  The role will not have any direct budgetary responsibility but will be required to cost proposals for areas of work and consequently monitor spend in these areas to report to the Head of Service. | |

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| **4. ORGANISATION CHART** |

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| **5. ROLE OF THE DEPARTMENT** |
| Public Health Scotland is responsible for leading and enabling the drive to improve health and wellbeing and reduce health inequalities across Scotland.  We deliver:   * strong public health leadership across the whole public health system in Scotland * high quality, effective and supportive health improvement, health protection and healthcare public health functions.   We are:   * intelligence, data and evidence led; * have a key role in enabling and supporting delivery at local level.   We deliver leadership roles in relation to:   * public health research; * innovation to improve population health and wellbeing; * supporting the broad public health workforce across Scotland. * PHS is a values driven organisation and we expect all our staff to role model our values in everything they do.   PHS is a values driven organisation and we expect all our staff to role model our values in everything they do.    Public Health Scotland is made up of four directorates. These are:  Directorate of Digital & Data Innovation  Directorate of Board Clinical and Protecting Health  Directorate of Place and Wellbeing  Directorate of Strategy, Governance and Performance  This post sits within the Strategy, Governance and Performance (SGP) directorate  The role of the Strategy, Governance and Performance (SGP) Directorate is to lead in the development, implementation, assessment and improvement of our Strategic Plan – a Scotland where everybody thrives, through annual operational plans, directorate plans and the delivery of our Transformation plan.    The directorate provides critical internal and external functions for PHS with responsibility for strategic planning, performance, marketing, communications and resources (people, finance and infrastructure) and drives the organisation to deliver, with impact, an ambitious transformation.  The Business Operations Team sits within the Governance and Resources Services as part of the Strategy, Governance and Performance directorate. The Business Operations Team covers a wider remit of corporate services including Compliance, Health, Safety and Wellbeing, Estates and Equality, Diversity and Inclusion. |
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| **6. KEY RESULT AREAS** |
| 1. Lead and manage the development and delivery of the Equalities Strategy and plans to support, facilitate and encourage change within Public Health Scotland in relation to equality and diversity ensuring these meet and exceed expectations set out in legislation, policy, best practice and associated targets. This will include collaborating with partners on joint initiatives, which will support creating a compelling vision for Equality, Diversity and Inclusion across PHS. Monitor and evaluate the effectiveness of the strategy and plans and provide reports to the Senior Leadership Team and Board Committees. In some instances the postholder will be required to navigate complex areas of work to ensure the successful delivery of the Equalities Strategy. |
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| 1. Provide expert advice, guidance and support to the organisation on a full range of equality and diversity issues, good practice and legislation, by interpreting and implementing policy and advising staff from all disciplines on impact assessment and other aspects of equality and diversity work, so that PHS is regarded as a leader in this area. At times this will involve interpreting complex information which will need to be interpreted and involve differing opinions which may require judgement from the postholder. The postholder will also be able to demonstrate their understanding to support and resolve specific issues, e.g. in areas relating to Accessibility; Anti-Racism; and Gender Based Violence. |
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| 1. Provide analysis and reporting of all equality and diversity matters and equalities-focused activity across the organisation, identifying trends, highlighting areas of concern to Senior Management and the Board as appropriate; recommending solutions and ensuring that appropriate outcomes/actions are implemented. Lead on the preparation of reports including Equalities Mainstream Reporting; analysis of external assessment of PHS ways of working; and ensuring that PHS discharges its duties by virtue of the Public Sector Equalities Duty. |
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| 1. Develop training materials and on occasion deliver training and support to all staff on the cultural development of all matters relating to equality, diversity, inclusion and human rights and on the organisational methodology for impact assessment. Commission external training as required to support initiatives ensuring that processes are followed and appropriate management and evaluation is completed. |
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| 1. Develop and implement programmes of work to meet Equality, Diversity and Inclusion (EDI) commitments to ensure that corporate compliance with all legislation and other governance initiatives is assured and organisational strategic objectives are fulfilled in relation to all aspects of Equality, Diversity, Inclusion and Human Rights. |
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| 1. Develop, enhance and evaluate strategies for equality, diversity and inclusion to meet legislative and good practice guidelines, including the Equality Act, Public Sector Equality Duties and other legislation related to all aspects of the EDI agenda to ensure that all staff and a wide range of external stakeholders are engaged in developing and implementing improvement in equality and diversity performance. |
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| 1. Lead and develop PHS’s staff networks ensuring that there is effective connection across all aspects of the work of the organisation. |
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| 1. Monitor, evaluate, review and provide advice in relation to the development of corporate policies and programmes for equality impact and effectiveness. 2. Provide high quality professional advice on current and emerging policy issues relating to EDI to senior management, horizon scan for future developments in the EDI arena and brief senior colleagues accordingly. |
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| **7. ASSIGNMENT AND REVIEW OF WORK** |
| Work is generated from a broad framework determined in conjunction with the Service Manager – Business Operations and the Head of Governance and Resources in terms of delivering the strategic objectives in the business plan and also in response to customer demands. The postholder will contribute to the development and delivery of the business plans for Governance and Resources, and Strategy, Governance and Performance ensuring that these are aligned to the priorities of PHS. The postholder will also ensure appropriate and timely responses  Within this framework the postholder has considerable scope for personal initiative and autonomy in setting their own priorities, determining ways of approaching work, resolving and implementing solutions, managing risks and using judgement appropriately, e.g. when to escalate. They will be expected to function as a key source of specialist expertise and advice across the organisation on Equality, Diversity and Inclusion issues ensuring compliance with corporate policy and relevant legislation. The postholder will formulate policies and procedures to ensure delivery of objectives. The postholder will be the technical expert and lead for Equality, Diversity and Inclusion across PHS.  A level of workforce flexibility will be required and it is expected that the postholder will work jointly with managers and staff across the organisation as necessary to ensure the successful development of the cultural and policy framework for Equality, Diversity and Inclusion within PHS. This will include being part of and leading on short-life working groups. The postholder must manage the conflicting demands that this entails, negotiating and influencing customers in terms of the timescales and deadlines.  They will participate in the formal PHS performance appraisal scheme with annual objective setting and takes a proactive approach in the formulation of a personal development plan. The postholder provides business performance reports (oral & written) for the area of responsibility on a monthly basis. |
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| **8. DECISIONS AND JUDGEMENTS**  **Typical Decisions and Judgements**   * Expected to make operational and autonomous decisions in all aspects of the role, e.g. if plans are slipping, will make independent judgements about actions required to bring back on track and implement accordingly. This will include having to make complex decisions against the backdrop of varying stakeholder views with the postholder being the organisational expert in their field. * Expected to forge own working relationships proactively across the organisation and beyond in order to negotiate directly with senior staff for action or joint working that will lead to the delivery of agreed project outcomes. * Advice is regularly sought and participation negotiated from colleagues within PHS who have ‘specialist’ knowledge in areas such as research, advertising, publishing, sponsorship and training. The postholder exercises judgement, discretion and pragmatism in determining the best outcome for PHS as well as the best outcomes for PHS’s partners and service users with respect to providing practical and meaningful advice on organisational Equality, Diversity and Inclusion issues, based on a thorough and comprehensive understanding of the policy and legislative framework. * Judgements involve highly complex facts and require interpretation, analysis and decision making in relation to project development. * Operational judgements to manage conflicting views and reconcile differences of opinions, across both internal and external stakeholders, to ensure successful delivery of projects. |

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| **9. MOST CHALLENGING PARTS OF THE JOB** |
| * Balancing own time and skills between accumulating and effectively disseminating knowledge to a wide range of customers. * Presenting specialist equalities knowledge with authority and accuracy, and providing a clear interpretation at all times of the relevance of this information to NHS mainstream policy, strategic and/or service delivery contexts. |

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| **10. COMMUNICATIONS AND WORKING RELATIONSHIPS** |
| The postholder is responsible for presenting and communicating to a wide range of internal and external stakeholders and is expected to have a very high level of written and verbal communication skills. The postholder must be able to assimilate and communicate complex and sensitive information simply and clearly, summarise key issues relating to equality, diversity and inclusion and present in an effective format to a range of different audiences.  They are expected to communicate with and positively influence:  **Internal**   * Management and staff within SGP and across other Directorates to raise awareness of equality issues across all services and to support managers and staff in achieving an inclusive workplace free from inequality. * Senior Leadership Team - to provide options on participation and equalities agendas and to ensure that equality, diversity and inclusion are an integral feature of PHS strategy. * PHS internal Governance Committees – to ensure that key governance committees are sighted on equality, diversity and inclusion matters and are given reassurance that the organisation is driving forward progress and is compliant with equality legislation and associated government policy. * Trade Union and professional organisation representatives. * PHS staff networks – to support members on progress of participation and equalities strategy, action plan and ensure that they are informed about related legislation, regulations, policy, guidance and practice.   **External**   * Equality leads in other NHS Boards and public sector organisations – to identify opportunities for joint-working, sharing good practice and agreeing common priorities/issues. * Scottish Government Health Directorate – to maintain knowledge and understanding of developing NHSScotland Agenda on equalities issues. * Equality and Human Rights Commission (ERHC) and other equality organisations to ensure PHS compliance with the specific and general duties on equality and human rights.   The nature of the postholder’s communications include:   * Regular contact with SLT and other governance committees to advise on progress of participation and equalities action plans, to update on changes to legislation that impact on service delivery, to present and seek agreement to new policy and guidance. * Regular contact with staff across the organisation via one to one, and meetings, for example, to discuss particular areas of development with Equality, Diversity and Inclusion and seek views from them * Regular contact with staff at all levels across other departments of PHS to secure professional input into different programmes of work * Regular contact with policy leads at Scottish Government Health Directorate to report on progress with programmes of work. Strong working relationships are also required with colleagues in the Analytical Service Division, the Equalities Unit and other Scottish Government departments. * Significant contact with relevant senior officers in health boards, other public sector bodies, national regulatory bodies, other national agencies including UK wide, voluntary and community sector organisations. * May chair or present at national level meetings and committees to report or advise on specific aspects of different programmes’ work. * Regular contact and networking with a wide range of people from equalities, performance management, service improvement and information systems to keep to date on policy and practice. External relationships would include Scottish Government, NHS Boards, Local Authorities and other professional bodies. |

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| **11. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE POST** |
| * This post requires a highly skilled graduate in a field relevant to the demands of the post or equivalent level of experience potentially with a masters level qualification. * A sound understanding of the drivers and intent of equality and diversity, human rights and health inequalities legislation and policy and its application in practice. * Practical and pragmatic experience of leading and facilitating Equality Impact Assessments or similar improvement tools taking account of the full range of protected characteristics, preferably within a public sector context. * A sound understanding of the Public Sector in Scotland, how it is structured and organised, the current key policy context and drivers and organisational constraints so that any knowledge resources or methodologies developed by the team meet the specific needs of the organisation and stakeholders. * Experience of implementing tools and methodologies of evaluation and/or service improvement. * Experience of dealing with a range of data and evidence types and using these to inform strategy, planning and policy. * Outstanding interpersonal and written communication skills including presentation, group facilitation and training, communication skills (written and oral), influencing and negotiation, chairing and facilitating meetings, including the ability to assimilate complex information, summarise key issues and present in an effective format to a range of different audiences to improve practice. * Experience of EDI and related training design, delivery and evaluation. * Ability to promote inclusiveness, display sensitivity and have awareness of the requirements of people with a range of different needs. * Excellent organisational skills including effective work planning for self and others and effective compliance with all organisational processes such as finance and audit. * Proven ability to work and contribute effectively within and across teams, focusing at all times on the delivery of high quality services to the team’s customers, be they internal or external. |

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| **12. EQUIPMENT AND MACHINERY** |
| Standard office equipment.  Standard keyboard skills. |

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| **13. SYSTEMS** |
| * The position requires the use of Office 365 and associated programmes including communications via email, compiling spreadsheets for collating and analysing data, drafting reports and associated papers, undertaking correspondence and developing presentations. Specific computer software packages used by the postholders include:   MS Word – documents, reports etc  MS Excel – statistics and spreadsheets  MS Powerpoint – presentations  MS Access – databases  Refworks – publications, databases  MS Outlook and NHS net – email communication  MS Lync and other video technology   * Web-based search engines – information search * Internal administrative systems e.g. timesheets, travel requests, training requests for self and in line manager role * Internal HR systems e.g. annual leave, personal development plans, TURAS – line management and personal development * Internal business planning tool - programme planning, performance management and reporting   Risk management systems - risk recording  Responsible for contributing and maintaining information resources relating to the topic area they are working in. |

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| **14 PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** |
| **Physical Effort:**  Frequent requirement for sitting at a keyboard, e.g. 2-3 hours at a time with appropriate breaks. Requirement to carry heavy equipment to internal and external meetings (e.g. laptop and/or projector). Some travel required which may include driving between 2 and 3 hours; also travel by train and by air.  **Mental Effort**:  Strong element of unpredictability in working day. The ability to make sound judgements, deal with unpredictable interruptions and meet deadlines, using own initiative. Requirement for post-holder to change from one task to another, prioritising effectively and adjusting plans  Substantial mental effort required in terms of problem solving, juggling demands, and negotiating and influencing customers in respect of competing priorities within the Service Area to ensure sound judgements are made.  Sustained concentration, 2-3 hours at a time required to create and review complex analyses and reports.  Frequently required to work to tight deadlines.  Ability to sustain mental effort and attention required to chair meetings, ensuring discussions remain focussed and balance of views extracted.  Regular requirement to develop, deliver and debate presentations to senior management and the Board.  **Emotional effort:**  Required to handle and resolve conflict and challenging behaviour during meetings or discussions, especially where these are related to service development or strategic matters.  **Working conditions:**  Standard office conditions  Some elements of working at home are expected and will form part of the future PHS working environment. |

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| **15. JOB DESCRIPTION AGREEMENT** | | | | |
| A separate job description will need to be signed off by each postholder to whom the job description applies. | | | | |
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