

Job Description

For Human Resource Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Senior Diversity, Inclusion & Wellbeing Practitioner	JEID	HR002
Salary Grade:	Grade K		
Team:	Diversity, Inclusion & Wellbeing Team		
Service Area:	Human Resources and Organisational Development		
Primary Location:	Warwick		
Political Restriction	This position is not politically restricted.		
Responsible to:	Diversity, Inclusion & Wellbeing Team Leader		
Responsible for:	Not applicable		

Role Purpose

Our people are a vital part of what makes Warwickshire County Council a great place to work where diverse and talented people are enabled to be their best. They are our greatest asset and when they feel valued, included, safe and supported, this positivity reaches the people we are here for, our communities and customers.

To support our future growth and ensure Warwickshire County Council remains an inclusive employer we're looking for a Senior Diversity, Inclusion and Wellbeing Practitioner to work collaboratively with the wider team and a wide range of stakeholders to cultivate a supportive and inclusive environment for all our employees.

Both mental and physical health are an important aspect of our culture as we continue to move forward. With increased hybrid working, there are different issues to consider and signs to look for. The focus is to continually evolve what we do around wellbeing so our people are supported to bring their whole selves to work. You will work closely with services across the organisation, understanding their views on what we currently have in place and identifying the opportunities moving forward.

You will also be responsible for reviewing and designing a Wellbeing programme that ensures our people feel valued and know that both their mental and physical health is important to us.

Role Responsibilities

- Lead Diversity, Inclusion and Wellbeing events and activities
- Advocate and encourage wellbeing, diversity and inclusion initiatives within the County Council
- Devise innovative concepts for involving colleagues in Diversity, Inclusion and Wellbeing activities, including working with our Wellbeing Champions, Employee Equality Networks and Directorate Employee Forums
- Research, develop and deliver best in practice wellbeing, diversity and inclusion initiatives
- Proficient technical knowledge of Diversity, Inclusion and Wellbeing legislation
- Embed Diversity, Inclusion and Wellbeing activities into all people policies and procedures in line with best practice
- Work closely with the People Skills Development team to promote and develop training programmes to enhance employee understanding on Diversity, Inclusion and Wellbeing topics and issues
- Support the ongoing development and education of managers relating to Diversity, Inclusion and Wellbeing
- Represent the service on internal and external forums and working groups
- Excellent interpersonal and oral / written communication skills
- Ability to influence and gain credibility at all levels and with a wide range of stakeholders
- Ability to deliver results and to effectively manage multiple projects and campaigns
- Ability to advise the organisation on engagement, wellbeing, diversity and inclusion
- Keen to continue learning and developing their skillset, having a growth mind-set

Section B: Generic Role Profile

The generic role profile provides a list of the main tasks that cover the broad range of duties and responsibilities performed at this level for the job role. An employee may not be undertaking all of these at any one time, but they could be expected to do so under their contract of employment.

Generic Role Details

Job Role:	Senior HR Professional - Level 2
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Main Tasks

- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of local and national pay arrangements and conditions of service in cases where there is doubt or ambiguity about the issues involved.
- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of statutory employment law and relevant case law in cases where there is doubt or ambiguity about the issues involved.
- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of County Council procedures in relation to disciplinary matters, grievances. ill-health, etc., in cases where there is doubt or ambiguity about the issues involved.
- Provides information, advice and guidance, in response to requests from managers or the workforce, on interpretation of the regulations and processes governing the Local Government Pension Scheme or other pension schemes in cases where there is doubt or ambiguity about the issues involved.
- Accompanies and / or advises managers at investigatory interviews and disciplinary or grievance

hearings, up to and including elected Member level appeal hearings.

- Addresses representations made by trade union or other representatives on behalf of individual employees.
- In response to requests from their own manager, drafts policy or process proposals in relation to all HR issues and initiates consultation, approval or agreement processes with senior managers and / or trade unions.
- In response to requests from their own manager, undertakes original research into HR policies, procedures and practices operating elsewhere.
- In response to requests from their own or other managers, produces complex reports and presents complex information on HR issues, including data extracted from HRMS and the electronic HR records system.
- Provides advice, guidance and support to HR professionals in respect of all the above areas of responsibility.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

CIPD qualified and substantial post professional experience working within a HR environment	(A) (I) (D)
The ability to independently interpret and analyse varied and complex information or situations and to produce solutions over the medium term	(A) (I)
Experience of providing information and advice including the ability to communicate complicated or sensitive information with varied audiences in person and/or writing.	(A) (I)
The ability to organise own workload and decide priorities.	(A) (I)
The ability to work within broad practice or guidelines using managerial discretion over a broad area of activity	(A) (I)
The ability to work under a very high degree of pressure, including meeting unpredictable deadlines and dealing with conflicting demands.	(A) (I)
The ability to cope in situations where there is an emotional demand arising from the work being undertaken	(A) (I)
Experience of contributing to the development of HR Policies and Procedures	(A) (I)
Ability to certify and authorise expenditure within budgets	(A)
Have experience of delivering formal training to a range of audiences	(A) (P)
The ability to use own initiative to respond independently to difficult problems and unexpected situations	(A) (I)

Desirable Criteria

Assessed By:

Experience as a Wellbeing or Diversity and Inclusion specialist in a multi-functional	(A) and (I)
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organisation is desirable, not essential.	

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens

<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	