

# Job Description

## For Non-Streamlined 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:	Workforce Practitioner	JEID	N0017
Salary Grade:	K		
Team:	Employee Experience		
Service Area:	Workforce Services		
Primary Location:	Shire Hall		
Political Restriction	This position is not politically restricted.		
Responsible to:	Employee Experience Team Manager		
Responsible for:			

#### Role Purpose

Play an active role in the workforce service to co-design, implement and deliver customer focussed services that support the delivery of Our People Strategy and service offer.

#### Role Responsibilities

##### Generic

*Your work will usually be operational, with some complexity. You'll contribute to the thinking around your work, and analyse information to inform your choices and actions. You'll work with and influence colleagues, customers and stakeholders delivering short to medium term outcomes.*

- Medium to long term strategic planning and associated delivery.
- Work collaboratively with the team and the Technical Specialist (EDI) to meet the outcomes of the service delivery plan.
- Develop and maintain good working relationships with our range of key stakeholders including statutory partners, service providers, voluntary sector and internal and external customers.
- Process data and information and independently interpret and analyse information to solve varied and complex problems.
- Provide information and advice, including the ability to communicate complicated or sensitive information with varied audiences in person and/or writing
- Contribute to the development of HR policies and procedures

- Develop project plans for allocated areas of work and project manage and deliver projects and activities as required.
- Research, design and deliver solutions and evaluate their impact.
- Make decisions within recognised guidelines.
- Identify areas of service improvement & simplification.

### Specific

- Lead Equality, Diversity & Inclusion events and activities.
- Advocate and encourage Diversity and Inclusion initiatives within the County Council.
- Devise innovative concepts for involving colleagues in Diversity & Inclusion activities, including working with Employee Networks and Directorate Employee Forums.
- Research, develop and deliver best in practice diversity and inclusion initiatives.
- Proficient technical knowledge of Diversity & Inclusion legislation.
- Embed Diversity and Inclusion activities into all people policies and procedures in line with best practice.
- Work closely with the Talent Development team to promote and develop training programmes to enhance employee understanding on Diversity, Inclusion and Wellbeing topics and issues.
- Support the ongoing development of managers relating to Diversity and Inclusion.

## 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/ EDI Level 5 qualification with experience of working within a relevant HR environment, or the equivalent level of experience	(A) (I) (D)
Considerable working knowledge of EDI legislation and best practice and the ability to apply this to robust and practical solutions	(A) (I) (P)
Develops good working relationships and communicates with enthusiasm, conveying messages in a clear, concise, appropriate and timely manner to a variety of audiences	(A) (I) (P) (T)
Ability to use own initiative and work independently and adapt quickly and positively to new demands and competing priorities, maintaining resilience and focus under pressure.	(A) (I)
The ability to research, interpret and analyse trends and data to recommend solutions	(A) (I) (T)
Demonstrates and encourages the sharing of views, listens, reflects and remains open to new ways of doing things, using coaching techniques.	(A) (T)
Experience of delivering and evaluating projects and changes	(A) (I)
Ability to influence and gain credibility at all levels and with a wide range of stakeholders	(A) (I)

Ability to deliver results and to effectively manage multiple projects and campaigns.	(A) (I)
Ability to advise the organisation on equality, diversity and inclusion.	(A) (I)

## Desirable Criteria

Assessed By:

Experience of translating organisational strategy and policy into measurable outcomes and deliverables that contribute to effective organisational change	(A) (I)
Experience of working with providers in delivering EDI solutions	(A) (I)

## 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):	