



Equality Diversity and Inclusion Advisor

Job description and person specification

Accountable to: Equality, Diversity and Inclusion Manager

Purpose of the role

Dimensions Group is committed to ensuring that all colleagues and people we support are treated with dignity and respect and are valued for their diversity, not despite it, but because of it. There is a strong business case for ensuring that all colleagues are treated fairly and are supported and encouraged to be themselves at work.

The role of an Equality, Diversity and Inclusion Advisor is to support the Group EDI Manager to ensure that Dimensions adheres to the Equality Act 2010, and achieves its EDI and vision-

Dimensions strives to be an organisation which reflects and responds to the diverse range of communities in which we work. We aim to create an inclusive culture that understands and respects the individual differences of the people we support and employ.

They will develop partnerships with Business support teams and Operational colleagues, work with specialist employment organisations, to support new recruits and ensure managers and teams have a positive experience of employing and retaining people from all backgrounds within Dimensions.

Core duties

- To work with the Group EDI manager to deliver the organisations EDI objectives.
- To work in partnership with Dimensions Business support teams to ensure information, processes are inclusive to all demographics.
- To work in partnership with Dimensions business support teams to ensure information, processes, systems etc. are as accessible as possible for all colleagues.
- To engage and participate in external EDI related network groups to develop our knowledge and understanding.
- To support individuals, managers and the HR team with the Access to Work process.
- To co-ordinate the reasonable adjustments process and ensure Access to work claims are made.
- To work with individuals to gain insight/experiences of colleagues.
- To work in collaboration with L&D in promoting and securing places for the Skills for Care Moving Up programme
- Support Dimensions to adhere to any charters, commitments the organisation has signed up to.
- To keep the EDI pages of the intranet up to date
- To work with managers and teams, supporting and advising them of the best practice approaches to supporting someone with a learning disability in employment.

- To co-lead the Diversity Matters Group with the Group EDI Manager
- In time, to deputise in the absence of the Group EDI Manager.

Please note: This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above a Supported Employment Advisor is expected to:

- To maintain confidentiality always and to ensure respect for, proper observance of and adherence to Dimension's confidentiality policy for all staff.
- To attend regular supervision sessions with line manager and undertake relevant training as and when required.
- To take all reasonable care of the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to
- To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
- To be able to travel and very occasional nights away.
- Work on an agile basis between your home and the Company's offices and/or any other locations as is reasonably required.
- Undertake other duties from time to time as required by your manager or Head of Department / Director
- Maintain confidentiality in accordance with our data protection policy and procedure.

Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

Qualifications		
A valid Driving Licence	Desirable	Interview
Evidence of attending any training in EDI related subjects and knowledge of the Equality Act legislation	Desirable	Shortlisting/ Interview

Experience		
Experience in working in EDI area	Desirable	Shortlisting/ Interview
Experience of managing own time and workload effectively	Essential	Shortlisting/ Interview/ Test
Experience of meeting targets and deadlines	Essential	Shortlisting/ Interview
Experience of working with colleagues from diverse backgrounds which has resulted in a positive impact	Desirable	Shortlisting/ Interview
Experience of proactively developing partnerships with colleagues and external organisations and developing positive and productive relationships	Essential	Shortlisting/ Interview
Experience of the DWP Access to Work process	Desirable	Shortlisting/ Interview
Skills		
Able to communicate effectively at all levels (both orally and in writing) and to build effective working relationships internally and externally.	Essential	Shortlisting/ Interview / Test
Able to develop and retain positive working relationships with diverse teams.	Essential	Shortlisting/ Interview
Demonstrate an understanding of Dimensions core values	Essential	Interview
Good all-round IT skills	Essential	Shortlisting/ Interview
Willingness to undertake any necessary training	Essential	Shortlisting/ Interview
Exercise confidentiality when dealing with individual's personal details and information	Essential	Shortlisting/ Interview
Knowledge and understanding		
Working knowledge of Equality, Diversity and Inclusion and current thinking in this field	Desirable	Shortlisting/ Interview / Test
Awareness of deaf culture and communication	Desirable	Shortlisting/ Interview

A basic knowledge of neurodiversity and the impact of this.	Desirable	Shortlisting/ Interview
Attributes		
To demonstrate commitment to equality, diversity, inclusion and the values of Dimensions	Essential	Interview
Ability to problem solve and work in a proactive rather than reactive manner.	Essential	Interview
An effective communicator	Essential	Interview
To be a reliable, supportive and professional role model for Dimensions	Essential	Interview
To work flexibly according to the business requirements	Essential	Interview
To demonstrate commitment to own personal development	Essential	Interview
Can-do attitude and proven ability to motivate others	Essential	Interview