

Job Description

Job descriptions should be no more than four pages when complete. In line with the Welsh Language Act you need to consider if Welsh is required for the role and complete as necessary.

Where you are amending an existing job description you must make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the job-holder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note: job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

| A Post Details | |
|---|--------------------------|
| Job Title: Inclusion & Diversity Learning Delivery Coordinator | Grade: B001 |
| Department: People & Culture | Division: A Div |
| Reports to: Training Delivery Lead | Contract Type: Permanent |
| Level of Vetting: Management Vetting | Numbers in Post: 1 |
| Welsh language required No | |
| B Purpose of the Post | |
| <ul style="list-style-type: none"> To be a key partner in the delivery of the commitments and goals outlined in the Inclusion & Diversity Strategy, by partnering with the business on the design and delivery of sustainable and responsive Ethics, Behaviours and Inclusion & Diversity related training programmes and organisational learning. | |
| C Dimensions of the Post | |
| <p>Financial – Direct or Non-Direct Indirectly impacted upon: Delivery of learning programmes.</p> <p>Staff Responsibilities –Direct or Non-Direct Indirectly impacted upon: Employee Support Association leads and staff support networks</p> <p>Any Other Statistical Data</p> | |
| D Principal Accountabilities | |

1. Support the Training Delivery Lead in responding to knowledge gaps identified by the force in any Ethics and Inclusion & Diversity related topics, and deliver relevant training and/or awareness raising programmes aimed at increasing organisational and individual awareness of inclusion & diversity
2. Work with the Professional Standards Department to respond to individual learning outcomes and reflective practice needs being identified that relate to inclusion & diversity topics
3. Take the lead on engaging with and hosting facilitated conversations with employees and representative groups (including Staff Networks and Employee Support Associations) on inclusion & diversity related areas
4. Support the Training Delivery Lead in the delivery of all Ethics and Code of Conduct / Behaviours related learning delivery and workshop delivery to all employees (specifically, Ethical Dilemmas Workshops), including throughout the PCSO and Police Officer Recruit Training Programmes, Transferee and Police Staff Induction & Onboarding Programmes
5. Support the Training Delivery Lead in the management and delivery of the BTP Ethics Discussion Forum
6. Support the Training Delivery Lead in the delivery of Tutor Constable Ethics input
7. Lead in the delivery of Employee Support Association Training, working in association with the I&D Business Partners
8. Support the Training Delivery Lead in the design and delivery of bespoke training and awareness raising packages to aid organisational, departmental, team or individual learning
9. Identity, design and delivery of any other inclusion & diversity related training
10. **Carry out training needs analysis and undertake quality assurance activities to measure the impact training is having**

E Decision Making

Make decisions

Significant say in decisions

- Report trends and themes from ongoing workshops and recommend any remedial action required

F Contact with Others

Internal

- All employees at all levels, including volunteers
- Ethics Lead
- Inclusion & Diversity Business Partners
- Strategic Head of Inclusion & Diversity
- Members of People & Culture SLT
- Divisional Command Teams & Department Leads
- Professional Standards Department
- BTP Federation, Staff Associations and Employee Support Groups

External

- Suppliers and Consultants (e.g. diversity training, mediation services etc.)
- Contacts/meetings with ACAS, national 'equality and diversity' organisations and other sources of knowledge, expertise and advice on good employment and practice.

- Contact with national lead bodies on equality, diversity, inclusion and human rights issues (e.g. IOPC, EHRC et al.).
- Contact with the College of Policing and NPCC on Diversity & Inclusion initiatives

G Essential Criteria

Experience of working in the D&I space, with notable achievements of success

Qualifications and Training:

- Recognised professional qualification e.g. CIPD membership or equivalent professional experience
- Evidence of formal training in Equality, Diversity & Inclusion / demonstrable practical experience gained within a Diversity & Inclusion portfolio
- Thorough knowledge of equality and diversity and sources of potential/actual discrimination in employment.
- Evidence of practical experience as a trainer / facilitator

Experience:

Excellent interpersonal and communication skills in Welsh **No**

- Experience of interpreting and delivering Inclusion & Diversity Strategies and concepts to employee at all levels of an organisation
- Experience in delivering Inclusion & Diversity interventions / plans / recommendations
- Experience of implementing innovative ways of delivering the inclusion and diversity message to a diverse audience
- Experience within a blue light environment

Skills:

Excellent interpersonal and communication skills in Welsh **No**

- Ability to manage upwards, laterally and downwards
- Confidently contribute and participate in debates with individuals at all levels of an organisation
- Ability to manage 'difficult' conversations in a professional way
- Ability to design and plan initiatives that will bring about cultural or organisational change
- Excellent verbal and written communication skills
- Self-motivated and proactive with the ability to work well under pressure with competing deadlines

Knowledge:

- Knowledge of Equal Opportunities, Ethics, Equality, Diversity, Inclusion and Human Rights issues and legislation.
- Awareness of trends and academic or theoretical models of Equality, Diversity & Inclusion concepts or practice.

Desirable criteria:

- In-depth knowledge of Ethics and Inclusion & Diversity in a policing context
- CIPD Level 5
- A leadership qualification (Level 5)

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| H Additional Information |
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| For Panel to complete only: Line Manager Approval: (this is only signed off when the line manager has approved the final version) Panel Approval: (this will only be signed off once the job has gone through the Job Evaluation Panel) Date:28/09/2021 |

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#)

You will be advised of a panel date following receipt of the submission