

# City of London Corporation

## Appointment of Equalities Director

2024

# Contents

<b>Copy of Recruitment Advertisement.....</b>	<b>3</b>
<b>Job Description .....</b>	<b>4</b>
<b>Foreword from the Chief Strategy Officer .....</b>	<b>5</b>
<b>Introduction to the City of London Corporation.....</b>	<b>6</b>
<b>Organisation Structure.....</b>	<b>7</b>
<b>Corporate Plan and People Strategy .....</b>	<b>8</b>
<b>Summary of Terms and Conditions of Employment .....</b>	<b>10</b>

## Copy of Recruitment Advertisement

Diversity, Equity, and Inclusion (DEI) have always been at the forefront of everything we do here at Bruin, and we have always been proud to partner with like-minded businesses. As a result, I am particularly pleased to come to market in partnership with the City of London Corporation in their search for a new Equalities Director.

This is an exciting opportunity to join a unique organisation delivering for all those who live, work, learn and explore in and around everything the City of London has to offer locally, nationally, and globally. The City of London Corporation is constantly striving to develop its Equality, Equity, Diversity, and Inclusion (EEDI) offering and aims to become an exemplar for best practice in this area. This post and the portfolio it leads, have been recently strengthened evidencing the City Corporation's ongoing commitment to this important agenda.

Working with their forward-thinking Chief Strategy Officer, you will be an integral part of this story as strategic lead for all areas of EEDI across City of London Corporation. To quote Dionne Corradine, Chief Strategy Officer: "Getting EEDI 'right' is not optional; it is essential to successful delivery for the diverse communities we serve (internally and externally), the partners we engage with and through, and all those impacted directly and indirectly by the work we do."

As Equalities Director, you will play a key role in delivering the City Corporation's 'fantastic five years' programme of activity. You will engage with internal and external colleagues, members, and stakeholders, you will be a people manager and set direction for the EEDI team, helping to create an inclusive, supportive City Corporation where everyone thrives. These aims are highlighted in their newly launched Corporate Plan 2024-2029 and People Strategy 2024-2029. Joining the City Corporation at this stage, you'll have the chance to positively contribute to and shape the success of these far-reaching plans, guiding the organisation in its EEDI journey and bringing this to life by embedding EEDI within everything City Corporation does.

The successful candidate will lead in developing and maintaining EEDI policies, procedures, and strategies for City of London Corporation, ensuring accountability for EEDI governance and frameworks. The ability to identify and work with a wide variety of stakeholders, building positive and productive relationships, is key to the success of this role, along with the skills to drive forward transformational change in the EEDI space.

As part of the Chief Strategy Officer's wider Corporate Strategy and Performance Senior Leadership Team, you will be connected to and influence cross-cutting strategic development across the City Corporation – further reinforcing the importance of EEDI as an essential enabler in delivering success. You will champion, embed, and signpost EEDI initiatives. This is a lived ethos rather than a corporate wish list, and a fantastic opportunity to build a function that is seen as a real value add with an impact far beyond the employee base of City Corporation.

As a Senior Leader within City Corporation, this role is as much about being a strategic leader and managing change through leadership, risk mitigation, and

engagement with all City Corporation's stakeholders, internal and external.

For more details about City of London Corporation's strategic plans please visit:  
[bruinfinancial.com/COL](http://bruinfinancial.com/COL)

We are looking for someone with the passion and expertise to bring this role to life. A leader, a mentor who is brave and challenges the status quo. This is about doing the right thing, not the easy thing. No EEDI journey is straight forward, however, with an organisation as aligned as the City of London Corporation and with you, as their strategic Equalities Director, this will be one journey you won't want to miss!

If this looks like the perfect role for you, do not hesitate to apply!

## Job Description

### [Equalities Director Role Profile](#)



## Foreword from the Chief Strategy Officer

Having responsibility for equity, equality, diversity, and inclusion (EEDI) across City Corporation as part of my Corporate Strategy and Performance Team (CSPT) portfolio is a hugely exciting privilege given the breadth of what we do and the positive impacts we can collectively achieve. Thank you for your interest in wanting to help shape and drive this work forward and realise our ambitions.

EEDI is not new to the City Corporation; we have had and continue to have highs and lows. However, alignment of EEDI with cross-cutting functions seeking to add value through informing why we exist, how we discharge our duties, what activities we prioritize and when we deliver is new. Getting EEDI 'right' is not optional; it is essential to successful delivery for the diverse communities we serve (internally and externally), the partners we engage with and through, and all those impacted directly and indirectly by the work we do.

The EEDI remit within CSPT aims to drive an integrated and insightful approach to strategy, equity, equality, diversity and inclusion, planning, risk management, and Chief Officer governance across the City Corporation.

I have been in post since 2021 and during that time, our team deliver and enable maximum impact by providing advice, quality assurance and insights, at the right time, to the right people so they can make the best possible decisions – we are a true enabler. With an emphasis on collaboration and continuous improvement, we help maintain and enhance the organization's agility, responsiveness and readiness to tackle challenges and opportunities now and in the future.

This will be enhanced with the welcome addition of EEDI into our corporate remit complementing, aligning, and building on the examples of good practice across the City of London Corporation and in our Institutions.

To bring this to life, we need an exceptional Equalities Director with the passion, energy, leadership skills, determination and 'value-add' track-record to join us. You will be equally comfortable rolling up your sleeves to develop, deliver and measure brilliant basics, with being visionary and innovative, articulating and taking steps for us to become worldclass leaders in EEDI. You will be someone who thrives in complex and complicated environments, energized by tackling problems and seizing opportunities, constantly seeking to learn and improve, taking and working with and through others (internally and externally) with you on the journey.

Does this opportunity excite you? Are you driven and keen to make a positive impact? Are you up for high support, high challenge, and high reward? If so, I look forward to hearing from you and wish you every success with your application.

**Dionne Corradine**

# Introduction to the City of London Corporation

The City of London Corporation is the governing body of the Square Mile dedicated to a vibrant and thriving City, supporting a diverse and sustainable London within a globally successful UK.

The City of London Corporation looks after the City of London ('the City' or 'Square Mile') on behalf of all who live, study, work, and visit, providing modern, efficient, and high-quality local services and policing for all.

We have a long history, a unique constitution, our own Lord Mayor, and a dedicated police service keeping the City safe.

Our independent and non-partisan political voice and convening power enables us to promote the interests of people and organisations across London and the UK and play a valued role on the world stage.

We aim to support London's communities through responsible business, charitable giving, improving the capital's air quality, providing education and skills for young people, and delivering affordable housing across London.

We protect and conserve 19 major green spaces in London and Southeast England – including Hampstead Heath and Epping Forest – and approximately 180 smaller ones in the Square Mile. They include important wildlife habitats, sites of scientific interest and national nature reserves. They are protected from being built on by special legislation.

We are the port health authority for London, the largest port health authority in the UK. We protect public health by preventing infectious disease, ensuring water quality, making vessel inspections, and enforcing environmental controls.

The City Corporation provides local government services for our 8,600 residents (Census 2021) and 614,500 City workers (Office for National Statistics 2022) based in the Square Mile. To be truly representative of its population, businesses and other organisations registered in the Square Mile are entitled to nominate voters to City elections so that, alongside registered residents, they can have a say on the way the City Corporation is run.

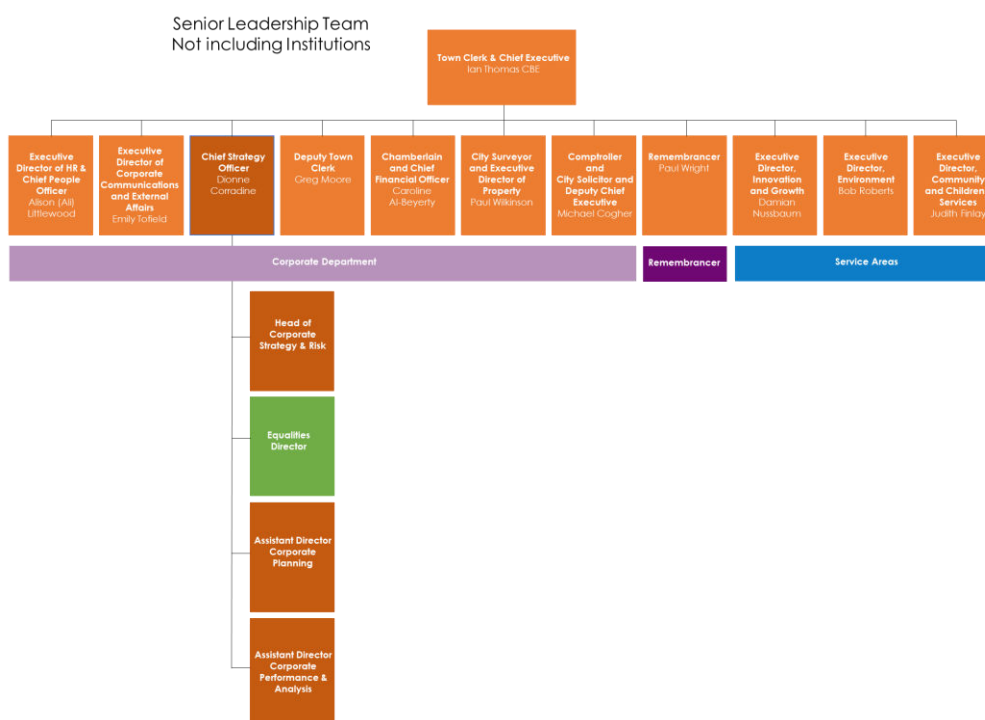
## Committees and Meetings

The City of London Corporation operates through a structure of [elected Members and committees](#), covering a diverse range of activities. Committees of elected Members set City Corporation policy and oversee the work of departments. All committee reports and agendas are available from the Town Clerk's Department before a meeting takes place. Public agendas and reports are also available to the public ahead of meetings. Our Chief and Senior Officers generate and submit papers for review in public and private committee meetings.

# Organisation Structure

Find out more about our Senior Leadership Team, Executive Leadership Board and Chief Officer Risk Management Group here [Organisational structure - City of London](#)

Structure chart of Senior Leadership team, not including institutions:



Our Equalities Director role will be responsible for:

- Governance, Compliance & legislation
- Equality Objectives
- Learning & Development
- Corporate Engagement
- Community Engagement

## Our Institutions

Barbican Arts Centre: Claire Spencer, Chief Executive Officer

City of London Police: Angela McLaren, Commissioner

City Bridge Foundation: David Farnsworth, Managing Director

Freemen's School, Roland Martin, Head Teacher

City of London School: Alan Bird, Head Teacher

City of London School for Girls: Jenny Brown, Head Teacher

Guildhall School of Music and Drama: Jonathan Vaughan, Principal

# Corporate Plan and People Strategy

We are pleased that you are exploring the City of London Corporation.

Over the next five years, we will provide leadership at local, London-wide, national, and international levels through the outcomes articulated in our new Corporate Plan 2024 – 2029. This corporate plan provides direction and leadership on the issues that matter, including tackling the climate crisis; growing the economy to support jobs and businesses and fund public services; and embracing new technologies that can transform education and healthcare.

**Our Corporate Plan** is designed to ensure the City Corporation focuses on its ambition to be a world-class organisation that fully embraces the needs and diversity of the communities it serves. This is leadership not just for our generation, but for the generations of the future.

Six outcomes guide our leadership at local, London-wide, national, and international levels:

## **Diverse Engaged Communities**

Across the City's residents, workers, businesses, and visitors, everyone should feel that they belong. Connecting people of all ages and backgrounds will help build diverse, engaged communities that are involved in co-creating great services and outcomes.

## **Dynamic Economic Growth**

The City of London is the engine in the country's economy. Driving dynamic economic growth in financial and professional services at local, national, and international levels will create jobs, attract investment, and support businesses across communities and the country.

## **Leading Sustainable Environment**

The City Corporation has a responsibility to ensure that it acts as a leader on environmental sustainability and strives to enhance it in all aspects of how it works. Climate action, resilience, air quality, and sustainability are all facets of ambitious targets for the entire City to be net zero by 2040.

## **Vibrant Thriving Destination**

Attracting businesses and people to a safe, secure, and dynamic location is vital to the City's future. A world-leading culture and leisure offer is integral to creating a vibrant, thriving destination where everyone prospers.

## **Providing Excellent Services**

Supporting people to live healthy, independent lives and achieve their ambitions is dependent on excellent services. Vital to that continued pursuit is enabling access to effective adult and children's social care, outstanding education, lifelong learning, quality housing, and combatting homelessness.

## **Flourishing Public Spaces**

From its markets and cultural icons, such as the Barbican, to its world-famous,



bridges and amazing green spaces, the City Corporation is a steward of unique national assets. Major capital investment into our civic fabric will secure flourishing public spaces, enabling a more successful London overall.

**Our People Strategy 2024-29** has been launched in parallel with our Corporate Plan. This strategy will help us create an exceptional work environment where our people feel safe and deeply connected with our vision and values. It will help us create an environment where employees have the skills, recognition, and motivation to deliver our exciting and ambitious Corporate Plan.

Five themes make up our people strategy, and through them we will create a culture that encourages excellent performance and embeds equality, equity, diversity, inclusion, and health and safety in everything we do.

**1. My Contribution, My Reward – Ambition 25**

We will provide flexible, sustainable, fair, equitable and transparent reward and recognition opportunities for our people, beginning with the Ambition 25 project. These will help attract a diverse array of excellent people.

**2. My Wellbeing and Belonging**

We will be inclusive, diverse and people orientated. We will make sure all people are supported, challenged, and motivated. And we will create a flexible working environment that takes personal commitments into consideration.

**3. Trustworthy Leadership**

We will develop a community of leaders and managers at all levels who create an inclusive and respectful environment. All leaders and managers will consistently role model our values. They will be able to confidently engage with, empower, develop, challenge, and celebrate our people. They will also understand how to take measured risks and deliver excellent outcomes.

**4. My Talent and Development**

We will attract and retain excellent, diverse, local, and national talent to support the success of the City Corporation. We will continue to create opportunities for people to develop and grow professionally. Existing and new employees will be able to easily access exciting new opportunities within City Corporation. We will support and encourage them to develop in their current roles and to progress to future roles anywhere across City Corporation. They will want to stay in, thrive in and be part of a world-class organisation, but they will have the confidence, skills, and capabilities to move on when the time is right.

**5. Building Brilliant Basics**

By putting simple and efficient processes and policies in place, we will set our people up for success and allow them to focus on doing their job effectively. Our policies, processes and practices will be fully legally compliant and simple to use and understand. They will support managers and employees to work together easily and efficiently, giving them the tools to deliver their work well.

Working together, there is no limit to what we can, and will, achieve.



## Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### Contract

The position is offered on a full time, permanent basis. We are committed to considering requests to work flexibly and job share. Requests will be considered by the recruiting manager in line with our policies and business needs.

### Salary

The salary range for this job is **£118,830 per annum** (inclusive of a market supplement). A Market Forces Supplement has been applied to the annual salary (£82,160 - £93,830). A Market Forces Supplement (MFS) is paid in addition to the annual salary (which may be withdrawn, reduced, or increased during the year). This figure will be reviewed annually from 1st July in line with the pay award for other salaried staff within the City of London Corporation.

### Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme. You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

**The current employer contribution rate for the City of London Corporation is 21%.**

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have

any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Hours of Work**

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is an entitlement of 28 - 33 days of annual holiday plus Bank Holidays. The minimum is 28 days (on a five-day basic working week) and subsequent increases to entitlement according to continuous length of service.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Learning and Employee Development**

As part of your induction, you will be guided to complete a suite of engaging online courses via City Learning. City Learning is our go-to portal for any mandatory eLearning courses, as well as offering an array of personal and professional development courses at your disposal 24/7.

The City of London also provides financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house program covering more general training needs.

### **City Benefits**

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape

outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1st January and 31st December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organization.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.