



Role Profile

Role Title	Equalities Director - Head of Service (Enabling) III
Grade	Grade I
Reference Number	
Department / Institution	Corporate Strategy and Performance, Town Clerk's Department
Department / Institution function	Equity, Equality, Diversity & Inclusion (EEDI)
Reports to	Chief Strategy Officer

Role Purpose

To lead the delivery of our Corporate Equity, Equality, Diversity & Inclusion (EEDI) function and serve as Head of Profession for EEDI, developing, implementing, and evaluating EEDI transformation, strategy, and policy, improving quality and providing advice to ensure that services, activities and projects across/within the City of London Corporation departments and institutions are delivered in accordance with legislation, best practice, and guidance.

This role will lead delivery of the Equality Objectives 2024-2029 and an EEDI portfolio including policy, data, compliance, accreditation/charters and (in collaboration with other parts of the City Corporation Family), learning & development and internal and external engagement. There is considerable complexity, and this role will be required to simplify, bring focus and prioritisation, working across related services to deliver positive outcomes and successful collaboration.

This role will be responsible for ensuring we are building brilliant EEDI basics, leading us to being world class in how we collectively operate, our services and the outcomes we deliver. This includes actively contributing to, and providing constructive challenge to developing and ongoing strategies, plans and proposals, enhancing and embedding EEDI principles, ambition and understanding into the City of London Corporation's delivery of the Corporate Plan 2024-2029, both internally and externally. The role will engage with a broad range of stakeholders and delivery partners to ensure that an EEDI lens is being consistently applied in the City of London Corporation's business planning and corporate risk processes and governance, promoting opportunities for increased alignment between EEDI and corporate goals.

Accountabilities

Leadership

- Prepare and present high-quality reports and data to the Executive Leadership Board (ELB), Senior Leadership Team (SLT), Chief Officer Risk Management Group (CORMG) and Committee Members, reporting on results that anticipate political, environment and social change, and actively drive proactive and meaningful solutions that support corporate objectives, cultural transformation, people strategy, governance and delivers key risk mitigation strategies.
- Proactively stay abreast of emerging service trends, developments, issues, opportunities, and innovations to provide expertise and advice to Members, senior leaders and other stakeholders in the City Corporation policy setting, strategic planning, and delivery improved service outcomes.



- Inspire, motivate, and develop functional leaders and staff, to create an empowering, modern, and learning culture that enables staff to perform at their best, retains and attracts the best talent and deliver excellent services for all.
- Lead on developing the City Corporation wide EEDI operational policies and procedures to drive best practice and legislative compliance across the City Corporation's departments and institutions.
- Alongside HR (Human Resources), and Corporate Performance, inform the analysis of all EEDI insight data, using benchmarking data along with workforce performance and qualitative information to Contribute to decision making and the development of strategies and action plans.
- As Head of Profession for EEDI provide direction/lead EEDI professionals, developing business plans and managing the delivery of professional/technical advisory services to deliver core objectives, and support the City Corporation decision making and wider service delivery.

Governance

- Responsible for EEDI governance, compliance, policy, guidance, delivering the Equality Objectives 2024-2029, reviewing maintaining and measuring the impact of our charters and accreditations, EEDI learning & development; corporate engagement (including oversight of staff networks and owner of the EEDI Intranet pages) and community engagement (including horizon scanning, benchmarking and EEDI impacts on services and service users).
- Lead on and ensure that EEDI management and governance frameworks are fit for purpose and effectively support the City of London Corporation to meet its EEDI objectives, legal obligations, and annual reporting requirements.
- Allocate available resources efficiently and effectively representing excellent value for money, managing budgets, and ensuring services are continuously improved to see if they can be delivered in a more cost effective and streamlined way.
- Advise stakeholders on EEDI risks and issues and investigate and or escalate to the relevant functions any areas of concern, designing and implementing policies to support the delivery of corporate objectives and plans to ensure compliance with relevant legislation and statutory requirements.

Engagement

- Champion EEDI across the City of London Corporation and externally, promoting understanding of its importance in achieving our mission and delivering the Corporate Plan 2024-29, inspiring purposeful delivery and helping to amplify and drive meaningful change.
- Play an influential role in advising, challenging, and influencing stakeholders on trends, developments, issues, opportunities, and innovations to support medium term planning and the delivery of improved outcomes.
- Foster and cultivate long term constructive relationships with a range of stakeholders internally and at both a local and national level, to position the City of London Corporation at the centre of relevant networks and be at the front for new opportunities that will deliver efficient and effective enabling services for the City Corporation.
- Advise Communication Teams to help them develop robust internal and external communications that champions the EEDI approach, engages all staff and drives change in perception.

Transformation

- Ensure that EEDI is promoted as a key theme running through all corporate strategies and workstreams and support the implementation of key strategies and initiatives including the Corporate Plan, people strategy and transformation to meet the needs of City of London Corporation's staff, stakeholders, and community.
- Design and embed ways of working that celebrate diversity, improve inclusion, advise on, and develop innovative approaches to EEDI education and training.



- Initiate and lead City Corporation wide service improvement programmes and projects within EEDI to ensure that they have clear purpose, scope, outcomes, and communication, and are managed and delivered to time and budget.
- Embrace and encourage change and transformation across the service(s), while ensuring continuity in performance, financial constraints, and statutory obligations to maintain service delivery levels.

Knowledge / Skills / Experience required

Knowledge

- Extensive knowledge of legal compliance for risk management, including a full understanding of equality and diversity issues in relation to workforce management, and the ability to advise on its implementation through strategic development, policy development, governance, risk assurance and input into operational services.
- Authoritative working knowledge of Equity and Equality strands, and wider Diversity & Inclusion issues and overall functional and business understanding needed to position the function across the Corporation.
- A thorough understanding of how to champion and embed inclusivity issues effectively in large complex organisations.
- Current knowledge and application of external EEDI considerations (legislative, regulatory, risk, audit, industry standards etc.).

Skills

- A confident leader who will be visible in the organisation and passionate about creating an environment where diversity is celebrated; understanding the need for a collaborative approach to communication which reflects empathy and an engaging way of embedding values and culture throughout the organisation.
- Strong influencing and stakeholder management skills and the ability to develop, build and maintain relationships at all levels including political, senior and management level.
- Ability to lead, manage and develop a professional advisory team to deliver high profile services across the City Corporation and external stakeholders with a focus on principles, coherence, partnership working, clarity of outcomes and impact, alignment across the City Corporation and a continuous improvement outlook.
- Exceptional written and spoken communication skills with the ability to negotiate, influence, consult and advise internal and external stakeholders at all levels, including SLT and Committee Members on complex and politically sensitive EEDI issues and problems, in order to achieve the best outcome for the organisation.
- Ability to interpret and analyse a large set of complex problems and draw conclusions and make recommendations from them.
- Confident user of the usual suite of office IT applications (e.g. Microsoft SharePoint, Teams, Excel, PowerPoint, etc).

Experience

- Degree in a relevant subject or be able to demonstrate equivalent knowledge, skills or proven experience of strategic development in the EEDI field.
- Post-graduate management or leadership qualification or equivalent management and/or leadership experience.
- Substantial experience working at senior management level and to influence strategy, policy and project development and implementation showing clear and tangible delivery of corporate objectives and link to strategic plans in a large, complex environment.
- Extensive experience providing a depth and breadth of knowledge across a complex organisation and acting as an organisation's specialist authoritative subject matter expert or Head of Profession in EEDI.



- Substantial experience of leading and implementing a complex professional advisory or policy function or corporate responsibility for EEDI policy.
- A proven track-record of delivering EEDI transformation and experience to look at EEDI using an intersectional lens.
- Experience of delivering, leading, and embedding inclusive change initiatives, with an understanding of the dynamics of change and the effects on people
- Extensive experience of managing internal EEDI budgets, monitoring spends against budget, contributing to financial initiatives and cost improvement programmes.
- Extensive experience in the development and delivery of EEDI governance systems and processes, including responsibility for leading governance.
- Experience in interpreting data and producing reports, presentations, and board papers to a high standard.

Dimensions of role

- The role will manage people (directly and through matrix management) and will be responsible for the delivery of the EEDI service corporately as Head of Profession.
- The role will be involved in financial planning for the EEDI budget but will also provide advice and contribute to wider City Corporation results.
- The role will plan and organise our EEDI service area with related activities such as Governance, Compliance & legislation, Equality Objectives, Learning and Development, Corporate Engagement, and Community Engagement.

Working Arrangements

- City Corporation relies on having a workforce that reflects society, so we encourage applications from candidates from all backgrounds, and especially those from underrepresented groups. From 1st September 2024, our employees will be expected to spend at least 60% of their time in their work setting or office and while this is a full-time role, we welcome applications for flexible working patterns and job shares.