

## JOB PROFILE

<b>Job Title</b>	Equality, Diversity and Inclusion Manager	<b>Reporting to</b>	Head of Strategic Planning
<b>Division</b>	Corporate Services	<b>Department</b>	Strategic Planning

### Job Purpose

To help **sportscotland** deliver our equality, diversity and inclusion (EDI) approach by:

- Driving our vision for EDI and facilitating strategic change
- Helping us become the organisation we need to be to tackle EDI
- Reviewing and coordinating our EDI work. Helping us meet future challenges:
- Supporting our EDI delivery

### Resource Management

**Direct Reports:** 0

**Staff Reporting to Direct Reports:** 0

**Contractors:** 0

**Level of Budgetary Responsibility:** £100,000

**Delegated Authority Level:** Level 2 – Authorise purchase orders up to a value of £15,000 with level 3 sign off.

### Key Responsibilities & Accountabilities

**Drive our vision for Equality, Diversity and Inclusion, and facilitate strategic change**

**Help us become the organisation we need to be to tackle EDI:**

- support our learning and development
- foster innovation and continuous improvement

**Review and coordinate our EDI work. Help us meet future challenges:**

- Provide advice to help us debias our programmes and become inclusive by design
- Review what EDI legislation and policies mean for us
- Support the chief operating officer to:
  - Review our EDI work, hold us to account on delivery, and resolve issues
  - Coordinate our EDI work and make the most of our resources
- Work with the planning and improvement team to improve mainstreaming
- Engage with senior stakeholders internally on our EDI approach

**Support our EDI delivery:**

- Engage people who share protected characteristics and their representatives
- Involve excluded groups from start to finish in our decision making for our new ideas strand
- Engage with senior local and national partners on EDI
- Manage key projects (e.g. our co production projects, EDI workshops etc.)
- Ensure our equality resources are fit for purpose (e.g. EDI toolbox)
- Represent us in key equality forums
- Support our learning from each of the EDI strands
- Share expertise with our staff and the sport sector
- Keep staff and partners informed about our EDI work

**In doing these key responsibilities, the post-holder will:**

- Use plain English and produce engaging outputs, which are inclusive by design
- Work closely with other teams internally

- Keep up to date in this area through learning, development and networking

## Deputise for the head of strategic planning when required

### Knowledge & Experience

#### **KNOWLEDGE (Essential)**

- In depth understanding of equality and inclusive design
- Understanding of Equality legislation, public sector equality practice and inclusive design
- Facilitation and consultation expertise, particularly in reaching those most excluded from sport
- Strong negotiation and influencing skills
- Able to quickly make sense of complex/conflicting information and balance this to reach decisions
- Able to present complex and sensitive information in an accessible and engaging way
- Excellent organisational skills and ability to work effectively to deadlines
- Managing conflicting priorities
- Excellent verbal, reasoning and written skills

#### **EXPERIENCE (Essential)**

- Experience of delivering strategic change
- Engaging people in a strategic change process
- Designing and implementing new processes and championing innovation
- Developing and nurturing effective relationships internally and externally
- Engaging with people who are excluded from sport and their representative groups
- Contract or project management experience
- Experience of negotiation and influencing senior stakeholders to change policy and practice

#### **EXPERIENCE (Desirable)**

- Experience of working with those who are most excluded from sport

#### **QUALIFICATIONS**

- Postgraduate qualification or equivalent relevant experience

### Key Competencies

#### **Leadership**

- Accepts responsibility for decisions and actions, including difficult but necessary ones
- Demonstrates enthusiasm and energy for achieving business goals with a 'can do', 'will do' approach
- Leads understanding and adherence to the organisation's processes, values and expected behaviours
- Encourages praise and recognition of success

#### **Judgement & Decisiveness**

- Makes complex decisions for which there is no set procedure
- Balances competing or contradictory factors and information to reach decisions
- Using appropriate criteria and processes, identifies the best people to involve in the decision making process
- Makes decisions that will influence policy and practice

#### **Continuous Improvement**

- Quickly translates ideas with potential business benefits into actions
- Champions innovation and the generation of new ideas
- Engages others in idea generation and development in order to create a commitment to approach
- Manages the risk and delivery of any change programmes

#### **Planning & Organising**

- Contributes towards the development of the Corporate /Business Plan
- Translates the Corporate plan into strategies and action plans for their department
- Ensures that systems are implemented to monitor and evaluate progress and use of resources (e.g. Finance, Workforce Planning etc.)

## **Results Focus**

- Creates and drives delivery of Business wide or complex targets, liaising with key stakeholders where necessary
- Delivers personally and through others ensuring that targets and measures are clear and people are accountable
- Pre-empts setbacks by anticipating and addressing risks
- Shows persistence and determination

## **Problem Solving**

- Is guided by organisational values and operating principles to help select possible approaches which may not align with established procedures
- Uses logic and analysis techniques to solve problems of increasing difficulty that impact across the organisation
- Quickly assimilates and makes sense of complex data, information, ideas and themes
- Coaches other to solve problems

## **Working with Others**

- Promotes a team ethos across the organisation and is not limited by team boundaries
- Ensures the right people are involved at the right time
- Creates balanced teams, drawing on people with complementary skills, interests and viewpoints
- Resolves charged conflicts, bringing all parties together to create a mutually acceptable solution
- Seeks feedback on self to ensure that they are effective
- Manages all stakeholders to maintain one agenda

## **Performance Management**

- Effectively balances the management of people, tasks and activities
- Encourages others to have a realistic view of their career prospects
- Takes account of the needs of team members when agreeing objectives
- Actively eliminates barriers affecting or likely to affect personal, team or organisational performance

## **Developing Self & Others**

- Coaches others to identify for themselves ways and methods to address their learning needs
- Supports and promotes a learning culture within their team and across their department