

SCOTTISH FIRE AND RESCUE SERVICE

JOB DESCRIPTION

JOB TITLE:	Equality and Diversity Officer		
DEPARTMENT:	Equality and Diversity		
RESPONSIBLE TO:	Diversity Manager	GRADE:	6
		JOB FAMILY:	Professional Level 2

Please note that this job description is indicative of the nature and level of responsibilities associated with this role and is not intended to be exhaustive.

ROLE OVERVIEW

The principle function of the role is to support the SFRS in the effective mainstreaming of equality. The E&D Officer will assist in supporting personnel in Service Delivery Areas to understand and implement their equality obligations; contribute towards the implementation of an Equality and Human Rights Impact Assessment Development programme and contribute to building and maintaining effective working relationships with key national stakeholder groups. The E&D Officer will assist in developing, promoting and implementing initiatives initially directed by the E&D Team. The post holder will be able to develop specialist equality knowledge over an extended period of time and progress towards undertaking tasks associated with a professional equality and diversity practitioner.

KEY CONTACTS

Internally, the E&D Officer will develop a close working relationship with and act as E&D lead with SDAs with the purpose of ensuring that corporate equality work is understood at a local level. The E&D Officer will also establish working relationships with other SFRS colleagues as required. Externally, the E&D Officer will establish and maintain relationships with key national equality groups and other partners as appropriate to the role.

FUNCTIONAL RESPONSIBILITIES / KEY TASKS

- To support the implementation of a mainstreamed approach to equality within the SFRS
- To provide guidance and information to SDAs on corporate equality matters
- To work with teams across SFRS identify role specific equality training and develop programmes of learning
- To support the SFRS implement the equality and human rights impact assessment process

- To deliver a development programme for the equality and human rights impact assessment process
- To participate in the evaluation of the equality and human rights impact assessment action plans as required
- To contribute to the development of equality and human rights guidance tools
- To contribute to and participate in the delivery of a 'train the trainer' approach for equality and diversity training across introductory, supervisory, middle manager and strategic levels.
- To quality assure own work and the work of E&D Team members using peer review tools
- To provide advice to the SFRS in the procurement process through involvement in User Intelligence Groups.
- To contribute towards and lead generalist E&D and other SFRS projects as required
- Represent the SFRS with national equality groups and partners
- Prepare reports and assist the Diversity Manager prepare reports on behalf of the SFRS
- To undertake personal development with the objective of establishing specialist equality and diversity knowledge and expertise

ADDITIONAL INFORMATION

Criteria

Essential Criteria

- Educated to degree level or equivalent
- Understanding of all relevant equality and human rights legislation
- Experience delivering training programmes or similar
- Experience of working with external groups
- A commitment to equality and diversity

Desirable Criteria

- Experience of impact assessment process
- Experience of working with national equality groups and stakeholders

Post-Specific Criteria

- Experience demonstrates commitment towards personal development and continued professional improvement
- Experience demonstrates exceptional communication and report writing skills

THE FOLLOWING PERSONAL QUALITIES & ATTRIBUTES (PQAs) ARE REQUIRED WITHIN THIS ROLE:

Commitment to Diversity and Integrity:

- Demonstrates a fair and ethical approach in all situations
- Demonstrates confidentiality

Openness to Change:

- Proactively supports change, adjusting approach to meet changing requirements

Confidence and Resilience:

- Maintains a confident, controlled and focused attitude in highly challenging situations

Working with others:

- Works effectively with others
- Leads, involves and motivates others

Effective Communication:

- Excellent interpersonal skills
- Ability to communicate effectively both orally and in writing

Commitment to Development:

- Committed and able to develop self, individuals, teams and others to improve organisational effectiveness

Problem Solving:

- Understands and applies relevant information to make appropriate decisions and create practical solutions

Situational Awareness:

- Has an active awareness of environment to promote safe and effective working
- Evidence of a thorough knowledge of fire and community safety issues

Commitment to Excellence:

- Leads others to achieve excellence by the establishment, maintenance and management of performance requirements

Planning and Implementing:

- Ability to prioritise own workload and work on own initiative
- Creates and implements effective plans to manage workload in line with organisational objectives and priorities

GENERAL RESPONSIBILITIES

- The post holder shall ensure that all duties of the post are undertaken in accordance with the Equality Act 2010, the Human Rights Act 1998, the SFRS's Code of Conduct, Dignity and Integrity at Work Policy and other policies designed to protect employees and service users from discrimination and harassment. It is the duty of the post holder to actively promote equalities, encourage a workplace culture of inclusivity and not to act in an unlawfully prejudicial or discriminatory manner towards employees or service users
- To promote the health, safety and welfare of employees at work and of service users through the implementation of the Scottish Fire and Rescue Service's Health and Safety Policies in accordance with all relevant statutory requirements, leading by example
- To protect the confidentiality at all times of customers, partner organisations, and other third parties, where applicable by ensuring that reporting employees comply with the organisations IT Security Policy and procedures