

Job Description:
D&I Manager

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| Function: | Learning and Skills |
| Job:  | Diversity & Inclusion Manager |
| Position:  | SJS |
| Job holder: |  |
| Date (in job since): |  |
| Immediate manager (N+1 Job title and name): | Head of Learning, Skills & Employment - Wayne Peters |
| Additional reporting line to: | N/A |
| Position location: | HMP Peterborough  |
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| 1. Purpose of the Job – State concisely the aim of the job.  |
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| Provide a safe and secure environment, which promotes treating both staff and residents with dignity. This will require the manager to take the lead role in the establishment’s work to comply with the legal duty to eliminate unlawful discrimination and promote equality of opportunity for residents and staff by proactively promoting the nine characteristics with a focused approach to equality for all. |

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Draft. Version: 27-03-2014

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| 3. Organisation chart – Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
| DirectorHead opf Learning, Skills & EmploymentDiversity & Inclusion manager |

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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Identifies and implements opportunities to improve operational effectiveness.
* Staff at all levels demonstrate Sodexo values in their everyday roles
* Positive resident consultation, HMCIP, Audit and MQPL reports
* Coordinate the DIRF processes and ensure any complaints are investigated fairly
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| 5. Main assignments – Indicate the main activities / duties to be conducted in the job. |
| * Research and recommendation on diversity and inclusion issues
* Implement Equality & Inclusion Policy & work in line with the Sodexo Diversity & Inclusion policy
* Advise and inform staff and residents of relevant policies, protocols and procedures as appropriate
* Raise issues or potential issues with SMT
* Form relationships to diversity related organisations to support the residents with different needs
* Must be able to communicate and engage residents and staff at all levels
* To offer support to residents with any diverse needs and create a safe environment for all
* To attend individual forums for the nine protected characteristics
* Assist in organising and promoting of any events to make awareness of different cultures and beliefs

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| 6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Promotion of a positive & professional culture
* Demonstrates and actively promote pro-social role modelling
* Collate, process, and analyse monthly monitoring figures
* Ensure all residents receive Equality and Inclusion Induction Training
* Ensure compliance with PSO2800
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| 7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively |
| **Skills*** A background knowledge in Diversity – ideally at degree level.
* Clear leadership and decision making
* Ability to confront difficult issues openly
* Ability to work as part of team and understands the complexity of working in a dual gender site
* Demonstrates the importance of treating all with dignity in line with equality and inclusion
* Knowledge of Equality act
* Experience of working in a disciplined, custodial environment.
* Knowledge of IT systems; Microsoft office
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| *8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires* |
| * Innovation and change
* Brand Notoriety
* Growth
* Rigorous management of results
* Understanding diverse groups
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| 9. Management Approval – To be completed by document owner |
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| Version | 1 | Date | April 2021 |
| Document Owner | Wayne Peters |

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