

Job Description: Diversity Coordinator



Function: Diversity	
Position: Diversity Co- Coordinator	
Job holder:	
Date (in job since):	
Immediate manager: Yvonne Singh – Safer Custody & Decency Manager	
Additional reporting line to: Sam Hunter-Briscoe – Performance Manager	
Position location: HMP/YOI Bronzefield	

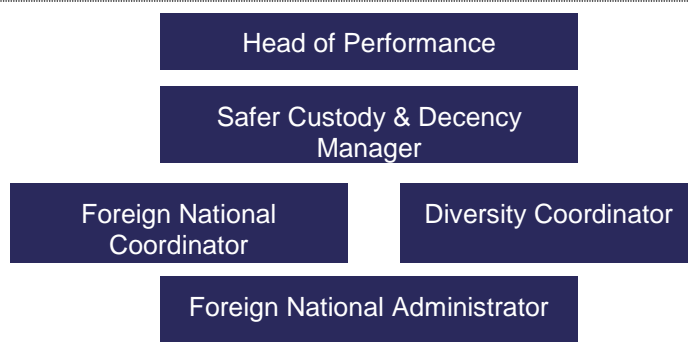
1. Purpose of the Job – State concisely the aim of the job.

- To promote Equality & Inclusion in the workplace and in residential areas. To ensure compliance with the Equality Act.
- You will take a pivotal role in the establishments work to comply with the legal duty to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between different groups
- Monitor, manage and develop the decency agenda within the establishment

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY13:	€tbc	EBIT growth:	tbc	Growth type:	n/a	Outsourcing rate:	n/a	Region Workforce	tbc
		EBIT margin:	tbc			Outsourcing growth rate:	n/a	HR in Region	tbc
		Net income growth:	tbc						
		Cash conversion:	tbc						
Characteristics	<ul style="list-style-type: none">▪ Broader Reward package including free meals on site; free parking and access to the gym facility at designated times.								

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.



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.

- To promote Diversity & Inclusion in the workplace and in residential areas and to ensure compliance with the Equality Act.
- You will take a pivotal role in the establishments work to comply with the legal duty to eliminate unlawful discrimination, promote equality of opportunity and promote good relations between different groups.
- To ensure compliance with HMPS guidelines and other relevant Orders and legislation.
- To oversee and coordinate work on the Diversity & Inclusion action plan
- Ensure the collection of monthly statistics
- To ensure that all discrimination incidents are recorded and dealt with appropriately. To conduct investigations where alleged incidents of discrimination may have taken place.
- To complete and coordinate the completion of Equality impact assessments
- To assist in the organisation of any Diversity events,
- To contribute to the ongoing promotion of Diversity
- To act as a central source of information on relevant legislation, policies and instructions
- To provide/assist in delivering Diversity training as required
- To ensure that all prisoners receive up to date Diversity information on their induction
- To assist in internal and external audits/inspections
- To provide Support and arrange Transgender boards

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Communications and presentations will be well written and free from errors
- Individual is proactive and enthusiastic about taking on additional responsibilities as experience within the team grows.
- Role holder will take responsibility for their own development and demonstrate an intellectual curiosity around diversity and inclusion which is demonstrated through eagerness to learn and engage in discussions.
- Line manager/ team will be supported and updated on agreed projects and deliverables
- To ensure quality recording of documents and statistics relating to Diversity & Inclusion is produced and provided to the Diversity Manager.
- Provide support to the Foreign National Coordinator/ Foreign National Administrator including compiling statistics, co-ordinating meetings and reviews, diary management & schedule appointments
- Complete up to date spreadsheets in relation to Complaints (DIRF) Discrimination Incident Reporting Form
- Keep up to date with current and upcoming legislation changes and communicate as appropriate.
- All required reports completed and delivered within set timescales
- All work completed to a high standard in line with brand expectation
- Maintain all D&I paperwork & Logs.
- Arrange Transgender boards and care maps.
- To provide/assist in delivering Diversity training as required.

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.

- Good Record Keeping & Communication
- Good working Relationships with internal staff & external agencies.
- Compliance with all instructions relevant to role and all baselines Including HMIP Expectations are met
- Monitor and oversee all filing and ensure that record systems are kept up-to-date and stored securely.
- Build relationships with key internal and external stakeholders.

7. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

Essential

- Demonstrate Consistently to the Sodexo Values
- Ability to build positive relationships with key agencies
- Motivated and able to work alone
- Good planning and organisation skills.
- Computer literate with a good knowledge of Microsoft Excel & Word
- A broad understanding of Discrimination & Victimisation
- Knowledge of the Protected Characteristics.
- Good interpersonal skills
- Be self-motivated
- Excellent time management
- Excellent attention to detail

Desirable -

- Understanding of Prison Service Instruction 32/2011 & 17/2016
- Experience of working in a prison environment
- Knowledge of Immigration paperwork
- Second Language

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

<ul style="list-style-type: none"> ▪ Growth, Client & Customer Satisfaction / Quality of Services provided 	<ul style="list-style-type: none"> ▪ Leadership & People Management
<ul style="list-style-type: none"> ▪ Rigorous management of results 	<ul style="list-style-type: none"> ▪ Innovation and Change
<ul style="list-style-type: none"> ▪ Brand Notoriety 	<ul style="list-style-type: none"> ▪ Business Consulting
<ul style="list-style-type: none"> ▪ Commercial Awareness 	<ul style="list-style-type: none"> ▪ HR Service Delivery
<ul style="list-style-type: none"> ▪ Employee Engagement 	
<ul style="list-style-type: none"> ▪ Learning & Development 	

9. Management Approval – To be completed by document owner

Version		Date	17/01/2018
Document Owner	Yvonne Singh		

