



JOB DESCRIPTION

Job Title:	Equality, Diversity & Inclusion Advisor
Department:	Communications & Engagement
Location:	Cheshire Fire & Rescue Headquarters, Winsford
Post Number:	C043
Grade/Role:	S02
Responsible to:	Head of Communications & Engagement

JOB PURPOSE

To ensure Cheshire Fire and Rescue Service remains an inclusive employer and delivers services tailored to the needs of the diverse communities it serves. To work collaboratively to develop, implement and promote equality, diversity and inclusion (EDI) policies, practices, procedures and learning for the organisation in both its capacity as an employer and as a provider of public services.

PRINCIPAL RESPONSIBILITIES

1. Work with the Head of Communications and Engagement to develop and deliver a progressive programme of EDI activity in support of the Service's statutory responsibilities under the Equality Act 2010 and the Public Sector Equality Duty, and its EDI Strategy. Oversee the delivery of the EDI Strategy by co-ordinating work towards its underpinning annual action plan.
2. Provide expertise and advice to the Service on all matters relating to EDI, including the dissemination of good practice and guidance to ensure that all departments and functions are aware of their responsibilities.
3. Co-ordinate the Service's EDI Group, which meets quarterly to receive workforce and service monitoring information, review progress against the EDI annual action plan, discuss EDI issues and hear updates from staff networks. Compile the agenda, collate supporting information and ensure minutes and actions are distributed and fulfilled.
4. Work with the Service Improvement Team to analyse and interpret available equality monitoring data, identify key insight, trends and patterns, and identify any action required.
5. Produce and publish key EDI reports and documents including the annual Pay Gap report and EDI Annual Report, presented to the Authority's Performance and Overview Committee each September.
6. Manage and quality assure the process of Equality Impact Assessment for all new policies, projects and activities to ensure that EDI risks are identified and the necessary adjustments are made prior to launch, minimising the risk of legal challenge.
7. Facilitate, support and promote the Service's internal EDI networks including Divergence, Firepride, Reach and Limitless. Liaise with key stakeholders to ensure that these networks are embedded within the Service, and aligned to the objectives of the EDI Strategy.

8. Work closely with staff networks and the Engagement and Inclusion Co-ordinator to organise EDI-related events including conferences, workshops and roadshows internally and to ensure the Service is represented at community events including prides, melas and other celebrations.
9. As a key member of the Attraction and Recruitment Working Group, work with colleagues across a range of departments to develop and co-ordinate positive action recruitment events and campaigns, to promote the Service as an inclusive employer and achieving greater diversity in the workforce.
10. In conjunction with the Leadership Development Team, review and develop all EDI learning and development in the Service and, where required, help deliver such training to all areas of the Service to raise awareness and understanding.
11. Work with the Human Resources Business Partnership Team to support pregnant employees on amended duties, ensuring that appropriate risk assessments and arrangements are in place to provide meaningful work and to enable individuals to continue to make valuable work contributions.
12. Work with the Human Resources Business Partnership Team to support and advise individual employees with specific needs or adjustments relating to their protected characteristics and their managers. Source external professional advice where necessary.
13. Assist where required in the informal resolution of Dignity at Work issues and support the Service's efforts to eliminate bullying and harassment within the workplace and to encourage a safe, inclusive, diverse and dignified work environment for all staff and volunteers.
14. Manage compliance with, and take responsibility for, the collation and presentation of evidence in respect of EDI accreditations, including the Top 50 Inclusive Employers and the Disability Confident schemes.
15. Represent the Service at sub-regional, regional and national conferences, seminars and networks, to build effective, proactive relationships that further the Service's EDI aims and objectives.

Core Responsibilities for Cheshire Fire Service Personnel

Personal Performance

To take responsibility for personal performance (including personal fitness) and the development of personal skills to ensure the required skills, knowledge and competence to fulfil the role.

Personal Accountability

To manage the areas of responsibility attached to the post or commensurate with the role in accordance with the Authority's Scheme of Delegation.

Core Values and Behaviours

To encourage and promote the values of Cheshire Fire Authority and comply with the required standards of conduct and so promote the Authority within the community by acting with integrity and honesty.

Equality, Diversity and Inclusion

To promote, adhere to and implement the Service's Equality, Diversity and Inclusion Strategy/Policy and to work consistently to embed equality and diversity within the Service.

Safeguarding

To promote, adhere to and implement the Service's Safeguarding Strategy/Policy and to work consistently to embed Safeguarding within the Service. Including fulfilling your responsibility to report and record any safeguarding concerns you become aware of.

Health and Safety

To work in compliance with Service Health and Safety Policy to ensure that hazards are identified and risks assessed and controlled.

To be proactive in managing your personal health, safety and wellbeing and that of your colleagues.

Staff Wellbeing and Engagement

To commit to making mental health and staff engagement a corporate priority to maintain a healthy and productive workforce.

Environment

To promote the Service's Environment Policy/Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in an efficient and environmentally friendly way.

To work consistently to embed environmental considerations, energy efficiency and compliance with the Environment Management System (EMS) within the Service.

N.B.

Notwithstanding the detail in this job description, in accordance with the Cheshire Fire and Rescue Service's flexibility policy the job holder will undertake such work as may be determined by the Chief Fire Officer/Line Manager from time to time, up to or at a level consistent with the principal responsibilities of the job and in any location within the Cheshire Fire and Rescue Service.

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1.1	28/04/2017	CR
1.2	12/09/2019	AH
1.3	23/6/2022	AH/MS
1.4	13/08/2025	MS/CR



PERSON SPECIFICATION

Job Title: Equality and Inclusion Officer

PERSONAL ATTRIBUTES REQUIRED	ESSENTIAL	DESIRABLE
<p><u>Qualifications / Experience</u></p> <p>Educated to degree level or equivalent (Level 5) in EDI or HR, or considerable relevant experience.</p> <p>CIPD qualified or equivalent.</p> <p>Local Government / public sector experience.</p> <p>Experience of developing, monitoring and implementing EDI policies and practices in a large organisation.</p> <p>Experience of advising on EDI matters, writing policies and producing equality impact assessments.</p> <p>Experience of event planning.</p> <p>Experience of producing and presenting reports to a diverse range of audiences.</p> <p>Significant experience of building and maintaining effective working relationships with a wide range of internal and external stakeholders</p>	<p></p> <p></p> <p></p> <p>*</p> <p>*</p> <p></p> <p>*</p> <p></p>	<p>*</p> <p>*</p> <p>*</p> <p></p> <p></p> <p>*</p> <p></p>

<p><u>Knowledge and Skills</u></p> <p>Advanced knowledge of EDI legislation and best practices.</p> <p>Experience of managing challenging employment issues objectively so that the needs of individuals and the organisation are balanced effectively.</p> <p>Exceptional written communication skills, with a proven track record in producing reports and other communications materials, in a range of formats, for a wide range of stakeholders.</p> <p>Effective problem-solving skills and strong attention to detail.</p> <p>Ability to interpret and translate strategy into practical actions for delivery and monitoring.</p> <p>Effective time management skills with the ability to prioritise workloads and work with limited supervision when required.</p> <p>Knowledge of computer applications including Word, PowerPoint and Excel.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	
<p><u>Personal Competencies</u></p> <p>Articulate with highly developed interpersonal and communication skills – an effective communicator, presenter, influencer and negotiator; unafraid to constructively challenge.</p> <p>Ability to build effective working relationships with a range of stakeholders both internal and external</p> <p>Confident and resilient and able to use initiative to achieve broad and multiple objectives across varied activities.</p> <p>Resilient under pressure with ability to diffuse conflict</p> <p>Absolute discretion when dealing with confidential or sensitive matters.</p> <p>Flexible and willing to work outside of normal working hours on occasion to attend events and other work related meetings.</p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	