**People and Operations Business Partner – Equity, Diversity, and Inclusion Lead**

**Job Purpose**:

Working closely with the People and Operations Team, Senior Management Team and Equity, Diversity, and Inclusion (ED&I) working group, the postholder will take responsibility for the creation, implementation, continuous improvement and embedding of ED&I strategies and programmes across Prospect.

**Duties:**

* Drive the ED&I strategies across all aspects of the organisation’s activities.
* Ensure that all ED&I initiatives are being implemented and are impactful.
* Work closely with the People and Operations Team to ensure ED&I activities are incorporated into all people policies and procedures in line with good practice, ensuring regulatory requirements are met.
* Support and guide recruitment practices to help create a brand that appeals to diverse applicants.
* Responsible for communicating ED&I policies and process changes in a clear, i and accessible manner that inspires compliance.
* Work with the Learning & Development team to promote and develop training programmes to enhance employee understanding on E&DI issues.
* Support the ongoing development and education of managers with the creation of easy-to-understand guidelines / toolkits.
* Work closely with external bodies to learn from wider experience and benchmark progress against good practice.
* Ensure diversity and inclusion data held on Cascade (HRIS) is up to date, to facilitate evidence-based decision making.
* Develop and write reports and prepare and deliver presentations, where appropriate, to inform business discussions and decision making.

Undertake any other duties as may reasonably be required of you in the post.

**Person Specification**

**KNOWLEDGE**

**Essential**

* A thorough and up-to-date knowledge in the field of Equality, Diversity, and Inclusion, both from a legislative perspective and trends within business.
* Understanding and awareness of diversity and inclusion issues and best practice

**Desirable**

* CIPD or equivalent

**EXPERIENCE**

**Essential**

* Experience in creating and delivering HR/ ED&I projects, including change programmes
* Previous relationship management experience
* Experience of providing and analysing management information related to ED&I
* Experience in developing and delivering training on ED&I.

**SKILLS**

**Essential**

* Skilled in interpreting and producing management information reports and HR metrics.
* Excellent communication and presentation skills
* Personable with strong interpersonal and influencing skills
* Results oriented and able to drive change
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* Ability to generate effective and pragmatic solutions.
* Evidence of good judgement in difficult and deadline driven situations
* Experience of project managing with evidence of creating end to end plans
* Common sense and resilient approach, with a ‘can do’ attitude.