

## Job Description

<b>Job Title:</b>	Equality, Diversity and Inclusion (EDI) Officer
<b>Directorate/Team:</b>	Employment, Skills, Health & Communities – Systems Change & Inclusion (SCI)
<b>Location:</b>	16 Summer Lane / Hybrid
<b>Responsible to:</b>	Equalities & Diversity Manager
<b>Responsible for:</b>	N/A
<b>Key working relationships:</b> (internal)	The Equalities & Diversity Manager, Head of Systems Change and Inclusion, all managers in the SCI team, Strategy Unit, Internal EDI Partner (ODE) and WMCA directorates in delivering EDI requirements, PSED compliance, HEIA (health equity impact assurance) quality assurance, , and actions related to the Equity & Inclusion Scheme.
<b>Key working relationships:</b> (external)	Young Combined Authority members, Race Equality Taskforce members and relevant EDI networks in the region and nationally at local authority, community and voluntary sector level., Delivery directorates, External partners influencing regional outcomes

### Purpose of the Post

The EDI Officer plays a key role in strengthening WMCA's Equality, Diversity and Inclusion function, with a primary focus on ensuring compliance with the Public Sector Equality Duty and embedding equity across policy, programme and investment activity.

The postholder will provide subject matter expertise, challenge and support to ensure that equality considerations are robustly integrated into decision making, particularly through high quality Health and Equity Impact Assessments and the delivery of the Equity and Inclusion Scheme.

Operating strategically across directorates, the role also contributes to inclusive growth outcomes by ensuring that policies and investments improve outcomes for communities, reduce inequalities and reflect the needs of diverse populations.

This role sits within Public Service Innovation, acting as a core enabler of better system design by bringing evidence, insight and equity focused challenge into policy and programme development.

### Accountabilities

- Alongside the EDI manager, acts as a recognised subject matter expert on equality, diversity and inclusion in relation to WMCA's external policy, programme and investment activity
- Ensures WMCA can evidence compliance with the Public Sector Equality Duty through robust assessment, advice and documentation applied to external spend and decision making
- Leads the quality, consistency and governance of Health and Equity Impact Assessments across programmes, policies and investments, including significant areas of regional spend
- Embeds equity considerations into the design and delivery of policies, business cases and investment decisions, particularly across WMCA's programme expenditure
- Strengthens delivery of the Equity and Inclusion Scheme in relation to external outcomes, communities and regional impact
- Influences senior stakeholders and decision makers to improve outcomes for communities and reduce inequalities through WMCA funded activity

- Contributes to Public Service Innovation by ensuring that externally facing services, systems and investments are designed with equity, prevention and community insight at their core

## **Responsibilities**

### **Strategic**

- Shape and influence external policy, programme and investment decisions so that equality considerations are embedded from the outset
- Provide expert challenge to business cases, funding proposals and investment decisions, ensuring impacts on different communities are understood and addressed
- Apply EDI expertise to support inclusive growth outcomes, recognising equality as a distinct and essential component within the wider framework
- Contribute to Public Service Innovation by embedding equity, prevention and community insight into system design and commissioning approaches
- Support development of strategic papers and decision making processes by ensuring robust consideration of equality impacts
- Horizon scan for external developments in equality legislation, policy and good practice relevant to WMCA's regional role.
- Work flexibly and with integrity to meet the needs of the WMCA and the Systems Change & Inclusion Team.

### **People**

- Build strong, trusted relationships across WMCA directorates to influence externally facing policy, programme and investment activity.
- Work collaboratively with programme leads, commissioners and policy teams to strengthen application of EDI in delivery.
- Engage with external partners including local authorities, voluntary and community sector organisations, and both regional and national networks.
- Support engagement with underrepresented and seldom heard communities to inform policy, programme and investment design.
- Provide guidance and support to staff working on external programmes to strengthen understanding of PSED and impact assessment requirements.

### **Operational**

- Lead and support the delivery, quality assurance and governance of Health and Equity Impact Assessments for policies, programmes and investments.
- Provide advice and guidance on PSED compliance as it relates to WMCA's external functions, including investment and commissioning activity.
- Support implementation and monitoring of the Equity and Inclusion Scheme in relation to external outcomes and regional impact.
- Develop and maintain tools, frameworks and guidance to support consistent application of EDI across WMCA programmes and investments.
- Analyse and interpret equality data, insight and research to inform programme design, investment decisions and recommendations.
- Ensure robust documentation and auditability of equality considerations within external decision-making processes.

### **Financial**

- Strengthen value for money by ensuring WMCA's programme spend is designed to reduce inequalities and avoid negative or unintended impacts.

<ul style="list-style-type: none"> <li>Support development and assurance of business cases by ensuring equality impacts are fully considered, evidenced and mitigated.</li> <li>Provide input into investment decisions by identifying equality risks, opportunities and distributional impacts</li> <li>Support more effective deployment of public funding by ensuring external spend contributes to equitable regional outcomes.</li> <li>Ensure Value for Money and follows the appropriate governance processes for dealing with any financial activities.</li> </ul>
<b>Other</b>
<ul style="list-style-type: none"> <li>Contribute to cross organisational work relating to Public Service Innovation, inclusive growth and system change from an EDI perspective.</li> <li>Represent WMCA in external forums and partnerships relating to equality, inclusion and equitable growth</li> <li>Maintain up to date knowledge of equality legislation and best practice relevant to public policy, commissioning and investment.</li> <li>Occasional out of hours work at evenings and weekends, time worked over contracted hours will be managed via our flexible working policy.</li> <li>Ability to travel across the West Midlands region.</li> <li>Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.</li> </ul>

<b>Person Specification</b>					
Candidates/post holders will be expected to demonstrate the following:	<b>Essential / Desirable</b>		<b>How Evidenced?</b>		
	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
<b>Experience</b>					
Experience of working in equality, diversity and inclusion within a complex organisation, with a particular focus on policy, programme or service delivery rather than internal HR functions.	X		X	X	
Experience of applying the Public Sector Equality Duty in practice, including advising on compliance within policy, commissioning or investment contexts.	X		X	X	
Experience of leading or supporting Health and Equity Impact Assessments or similar impact assessment processes.	X		X	X	
Experience of influencing policy, programme or investment decisions to improve outcomes and reduce inequalities.	X		X	X	
Experience of working across organisational boundaries, particularly in partnership with public sector, voluntary and community sector organisations	X		X	X	
Experience of working with data, insight and evidence to inform decisions and develop recommendation.	X		X	X	
Experience of working in a regional, combined authority or local government context		X	X	X	
Experience of contributing to business cases, funding decisions or commissioning processes.		X	X	X	
Experience of working on system change, Public Service Innovation or preventative approaches to service design.		X	X	X	
Experience of engaging with underrepresented or seldom heard groups to inform policy or programme development.		X	X	X	
<b>Skills / Knowledge</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
Strong understanding of equality, diversity, inclusion principles and accessibility standards and their application to policy, programme design and investment decision making.	X		X	X	
Detailed knowledge of the Equality Act 2010 and Public Sector Equality Duty, particularly as it applies to external functions and service delivery.	X		X	X	

Ability to translate equality duties into practical actions within business cases, programmes and investment decisions.	X		X	X	
Strong analytical skills, including the ability to interpret data and evidence to identify inequalities, risks and opportunities.	X		X	X	
Ability to provide robust, constructive challenge to senior stakeholders and influence decision making.	X		X	X	
Excellent written, verbal and interpersonal communication skills, with the ability to present complex EDI issues clearly and persuasively to different audiences.	X		X	X	X
Ability to work strategically across multiple programmes and directorates, balancing competing priorities.	X		X	X	
Understanding of inclusive growth and how equality considerations contribute to wider economic and social outcomes.	X		X	X	
Knowledge of commissioning, assurance or appraisal processes within the public sector.		X	X	X	
Understanding of Public Service Innovation approaches and system change methodologies.			X	X	
Awareness of regional inequality issues and the drivers of disadvantage across communities.		X	X	X	
<b>Qualification / Education / Training</b>	<b>E</b>	<b>D</b>	<b>A</b>	<b>I</b>	<b>T</b>
Minimum Level 3 qualification with evidence of ongoing professional development and a commitment to undertake further training and development.	X		X		
Degree level qualification or equivalent experience in a relevant field such as social policy, public policy, or equality and inclusion		X	X		
Evidence of continuous learning and development in equality, diversity and inclusion	X		X		
Professional qualification or accredited training in equality, diversity and inclusion or a related discipline		X	X		
Training or accreditation in impact assessment methodologies or policy appraisal		X	X		

**Key: A** = Application, **I** = Interview, **T** = Testing/Assessment

<b>Core Expectations</b>	
<b>Health, Safety &amp; Wellbeing</b>	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
<b>Equality &amp; Diversity</b>	Have a strong understand of the diverse communities in the West Midlands. Promote and champion equality and diversity in all aspects of the role.
<b>GDPR</b>	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
<b>Business Continuity</b>	Business Continuity All staff should actively participate in business continuity training and exercises when required, ensuring they understand and follow business continuity plans and procedures to maintain organisational resilience during disruptions.

## Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
<b>Collaborative</b>	Team Focused	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focused.
<b>Driven</b>	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
<b>Inclusive</b>	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
<b>Innovative</b>	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

### Additional Post Requirements

Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

### Job Evaluation Details

Date Evaluation Agreed	JEP Reference	Grade	Job Family
22/2/26	JEP755	SP33-SP37	