Job description

Job title: Equality, Diversity and Inclusion Manager
Level: Manchester Level 3
Directorate: Strategy and Policy
Section: Equality, Diversity and Inclusion
Location: Manchester
Reporting to: Head of Equality, Diversity and Inclusion

Job purpose

To provide specialist advice and support on equality, diversity and inclusion (ED&I) to enable the GMC to achieve its vision of being a fair regulator and employer.

Main responsibilities

1. To provide expert advice and support across the organisation in the following areas:

   1.1 Compliance with equality legislation, associated duties and other statutory obligations.

   1.2 Identifying the ED&I considerations associated with policy development, processes and project implementation.

   1.3 Considering the impact of our regulatory activities on people who share protected characteristics, including doctors, patients and the public.

   1.4 Engaging with diverse groups and stakeholder organisations to inform our work and contribute to influencing the wider health system on ED&I and fairness.

   1.5 Responsible for providing expert guidance to ensure ED&I principles are integrated into strategies, policies, processes, procedures and all our core business activities.

   1.6 Develop and implement plans to make progress against our ED&I strategic objectives.
2 Analysts ED&I data, reports and other information to identify any patterns for people who share protected characteristics, and implications for our work.

3 Designing and delivering learning solutions and training to enable staff and associates to understand their role in ensuring that we are compliant, fair and inclusive.

4 Raising awareness of the work we do to be a fair regulator and employer internally and externally using a variety of channels including: organising events and meetings, using social media, writing articles, producing newsletters and so on.

5 Representing the ED&I team attending and presenting at internal and external meetings and events.

6 Supporting staff across the organisation to embed ED&I considerations into everything we do, how we think and how we improve.

7 Managing forums and the relationships with key external stakeholders who represent interest groups who share protected characteristics and support our internal staff network and their associated activities.

8 Keeping up to date with ED&I developments in the wider healthcare, legislative and regulatory environments, and in other good practice organisations.

9 To provide effective and inclusive management and leadership to a team supporting their personal development and helping to develop their skills and knowledge in line with the Directorate’s work and GMC values.

10 Creating an environment that nurtures and empowers staff to work autonomously and make decisions, including trying out new approaches, and can fulfil their full potential.

11 Role model the right behaviours and lead the way in demonstrating fairness and inclusivity.

12 Applying the relevant management systems, procedures and policies relating to staff management, staff wellbeing, risk management, health and safety, information security and business continuity.

13 Any other reasonable duties as may be assigned from time to time.

March 2020
Key skills

Job title: Equality, Diversity and Inclusion Manager
Level: Manchester Level 3
Directorate: Strategy and Policy
Section: Equality, Diversity and Inclusion
Location: Manchester
Reporting to: Head of Equality, Diversity and Inclusion

Key skill 1 - technical knowledge and skills

a Substantial ED&I knowledge, including an understanding of:

i. The equality legislative framework including the requirements of the public sector equality duty and associated statutory duties.

ii. The ED&I issues that might arise in the context of our role as a regulator and as an employer.

b Experience of embedding ED&I in strategies, business plans, policies and processes.

c Experience of providing specialist advice and support on ED&I.

d Experience of developing, delivering and implementing ED&I strategies, policies and plans.

Key skill 2 - communications skills

e Strong verbal and written communication skills, including the ability to:

i. Produce accurate and concise written materials. This includes board papers, briefings, meeting notes and presentations (some of which will deal with complex issues), and content for our intranet and website.

ii. Adapt your writing and communications style with sensitivity to effectively engage different audiences.
iii. Communicate with a range of internal and external stakeholders at all levels.

iv. Communicate clearly with a range of internal and external stakeholders.

**Key skill 3 – interpersonal skills**

f. Able to build effective relationships and to engage and influence colleagues at all levels, as well as key external stakeholders.

g. Able to work collaboratively with colleagues on the team and across the organisation.

h. To demonstrate excellent customer service ensuring the needs of internal and external customers are met and our services and contact with customers are delivered positively in line with the standards and expectations of the GMC’s values.

**Key skill 4 – organisation skills**

i. Able to prioritise your work, balance conflicting deadlines, and remain resilient under pressure when dealing with urgent issues at short notice, as well as managing longer term initiatives and to work on your own initiative.

j. Experience of planning, managing and delivering projects on schedule.

**Key skill 5 – innovation and problem solving skills**

k. Strong analytical skills, able to synthesize large amounts of complex information (including research and data), and to make informed judgements and recommendations about the relevant ED&I considerations that may apply.

l. Capable of identifying opportunities to improve on ED&I outcomes and working with others to generate thinking on solutions to resolve problems and barriers as they arise.

**Key skill 6 – leadership skills**

m. The ability to lead, manage and motivate a team and;

• Demonstrate and be a role model for positive behaviours and to challenge negative or unacceptable behaviours in line with the GMC’s values.

• Give clear direction to staff on what needs to be done.

• Give staff an appropriate level of autonomy and freedom to make decisions.
- Create an inclusive working environment where everyone can thrive and fulfil their potential.
- Provide support and encouragement to staff to speak up.
- Celebrate success, praising people for doing a good job.
- Develop staff by providing regular feedback, appropriate training and coaching.
- Tackle underperformance and monitor improvement.

A good understanding of equality, diversity and inclusion issues and best practice and capable of leveraging the thinking of diverse teams and individuals for more effective thinking and decision making.

A good understanding of business processes and policies relating to the staff management, staff wellbeing, risk management, health and safety, business continuity and information security requirements of the role.

March 2020
Terms and conditions

Job title: Equality, Diversity and Inclusion Manager
Level: Manchester Level 3
Directorate: Strategy and Policy
Section: Equality, Diversity and Inclusion
Location: Manchester
Reporting to: Head of Equality, Diversity and Inclusion

The following terms and conditions apply to this post.

Salary band £37,580 to £45,000.

Annual leave 25 days a year, increasing by one day for each year of service up to a maximum of 30 days. You are required to use up to two of these days should the GMC decide to close its offices over Christmas.

Pension Our workplace pension is the GMC Group Personal Pension Plan, which is operated by Aviva. This is a defined contribution scheme where members receive a 15% employer contribution. There is no requirement for you to make an employee contribution, however you may wish to consider which rate you would like to make, which will be deducted from your monthly salary under our salary exchange arrangement. You can choose to join the pension scheme as soon as you start work at the GMC. But if you don’t opt in straight away, you will be automatically enrolled if you are eligible and most people working at the GMC will be. If you are automatically enrolled, but you don’t want to stay in our pension scheme, you do have the right to opt out.

Other benefits Private medical insurance with AXA PPP. Employee assistance programme with AXA ICAS. Cycle to work scheme.

Hours of work 35 hours a week, 9:00 to 17:00, Monday to Friday.
**Location**

3 Hardman Street, Manchester. Some travel to other locations will be required.