

JOB DESCRIPTION

Job Title	Music HLO EDI Lead Officer
Salary Band	SCP 37 – 40 (pro rate 0:8 role)
Reporting to	Strategic Lead for LCR Music HLO
Directorate	Strategic Delivery
Service Area	Programmes / Devolved Programmes
Contract	28 hours per week, Fixed term Contract for 12 Months with the ability for further extensions once funding is confirmed. This post is also open to secondment providing your employer is willing to enter into an agreement with the LCR CA.
Political Restriction	None

1. Primary Purpose of the Post

The Equity, Diversity, and Inclusion (EDI) Lead Officer is responsible for providing Hub-wide leadership and management of all aspects of the Hubs EDI vision and strategy. The role will provide focus, leadership, and expertise on EDI across the Hub and advise, challenge, and support the Strategic Lead, Hub Board, Delivery Group, and wider partnership in the delivery of its EDI objectives. Working with key stakeholders at senior levels internally and externally, the postholder will drive engagement with EDI initiatives and action plans to deliver successful outcomes.

The EDI Lead Officer is responsible for ensuring the Hub's policy and practice fully reflects the organisation's commitment to EDI and will lead and manage the EDI function and provide specialist information, advice, and guidance on all aspects of EDI as they apply to staff, partners, and children and young people.

The postholder will co-ordinate the Hub's staff and young people's EDI policy and strategy and make recommendations in liaison with the Strategic Lead for the Music HLO. Working closely with the Delivery group members, the postholder will review programmes and projects in relation to EDI priorities, helping to create an inclusive curriculum framework that has authentic youth voice at its heart.

2. Key Role Specific Responsibilities

- To envision, develop, drive, and deliver an ambitious strategy, which embeds EDI in the mainstream of the Hub's activities, that will address inequalities and structural barriers, and work with the wider partnership to embed our strategic EDI objectives and priorities.
- To achieve agreed targets and provide leadership in line with the Hub's Strategic Plan in relation to the strategic EDI Objectives and priorities (EDI

Charter Marks including Athena SWAN, Disability Confident, Race Equality Charter, and the Stonewall Workplace Equality Index).

- To provide strategic leadership and support to partners with the development and delivery of their EDI Action Plans in order to meet the Hub EDI strategic aims in relation to students and staff.
- To create and lead an EDI network across a broad range of partners and the Hub footprint that links with existing networks and EDI lead officers and campaigns across the full spectrum of issues and areas of inequality. To support leaders and trailblazers who champion specific groups of our community and to encourage others to develop and best support the communities they serve.
- To champion and support the wishes of young people, enabling them to find their voice and have authentic input into the creation of activities and to support them to hold the Hub to account for its plans. To create and support a Young People's Leadership and Advisory group that draws its membership from a broad range of characteristics, interests, experiences, and localities across the Hub footprint.
- To provide EDI expertise and input into the Hub's communications and engagement activities and messaging as required.
- To lead the EDI function to initiate and facilitate change by coordinating employee groups, cross-institutional planning, monitoring, evaluating, and reporting on progress against EDI objectives and priorities.
- To provide expert insight and advice to the Strategic Lead, the Hub Board, other related committees, wider partnership, and internal/external stakeholders as required.
- Attend national training and personal development events to keep abreast with EDI issues.
- To provide regular written and verbal reports to the Hub Board and other stakeholder groups.
- To lead the EDI function and work with internal and external stakeholders to co-design initiatives and resources to embed EDI across the Hub and improve practice. Stakeholders will include Hub Board, Delivery group, Young People's Leadership and Advisory group, Local Stakeholders Groups, LCRCA Human Resources, and partner groups as required.
- To lead on an ongoing programme to implement actions and recommendations that emerge from annual reporting and partner/student surveys/research.



- To ensure the Hub remains compliant with its duties arising from the Equality Act 2010, e.g. annual reporting and setting of Equality Objectives.
- To collaborate with staff at all levels on developing, delivering, and evaluating resources such as policies, training, and guidance relevant to the post to ensure the Hub maintains compliance and is in line with all local and national EDI issues and needs.
- To lead on the co-ordination and development of a music specific annual diversity calendar to celebrate the diversity of our community through ongoing events, promotions, and initiatives and working in partnership with relevant internal and external stakeholders.
- To be the main point of contact for relevant external bodies and groups and to seek to broaden the range of partnerships and organisations that reflect and support the needs of the young people we work with and the communities we serve.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- Expand the reach of the Music Hub to include greater community engagement and involvement in musical activities for people of all ages and backgrounds.
- Champion equality, diversity and inclusion to support our inclusion strategy and embed this across all other strands of activity.

3. General Corporate Responsibilities

- To follow the Health and Safety policy, organisation arrangements and procedures as they related to areas, activities and personnel under your control.
- To work in collaboration with colleagues and management to ensure that the service delivery is flexible, efficient and effective.
- All members of staff will receive appraisals and it is the responsibility of each member of staff to follow guidance on the appraisal process.
- To ensure our commitment is put into practice we have an equality policy which includes responsibility for all staff to eliminate unfair and unlawful discrimination, advance equality of opportunity for all and foster good relations.
- All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.
- All employees must always present a clean, professional appearance.
- All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using Council information assets. The authority has a Personal Information Security Policy in place.

4. General Managerial Responsibilities

- To participate fully in a process that sets, monitors and evaluates standards at individual, team performance and service quality so that the users and the Service's requirements are met and that the highest standards are maintained.
- To support the team communications systems ensuring that the Service's procedures, policies, strategies and objectives are effectively communicated and adhered to.
- To ensure that professional practice is carried out to the highest standards and developed in line with the Service's stated objectives of continual improvement in quality of its service to internal and external customers.

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a



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framework to outline the main areas of responsibility at the time of writing.



PERSON SPECIFICATION

Service Area: Programmes Delivery
Job Title: LCR Music HLO EDI Lead Officer
Grade: SCP 37 – 40 pro rata (0:8 role)

Note to Applicants. Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	Educated to Degree level or equivalent experience* EDI Training and/or certification Training/Qualifications relating to work with children and young people.	A A A
Experience & Knowledge	Working with an EDI focus in the workplace or voluntary setting * Experience of project planning, management, implementation and evaluation* Evidence of developing and maintaining successful relationships and working in partnership with internal and external stakeholders* Experience of providing guidance and advice on EDI issues * Experience in policy development Project Management experience * Executing and monitoring service improvements * Leading a group of individuals with diverse backgrounds, skills and experience * Working with young people * working in an educational setting Demonstrates high level of knowledge and understanding of equality, diversity and inclusion including relevant legislation and best practice with the ability to apply this effectively and a commitment to keeping up to date. *	A I I I A A/I A/I A/I A/I A/I A/I/P
Skills/Abilities	Able to deliver training and run consultation activities sensitively and competently. * Ability to facilitate networks and focus groups, especially with young people. * Ability to use initiative to decide relevant actions and make recommendations with the aim of improving deliverables and compliance. *	A/I A/I A/I

	CRITERIA	METHODS OF ASSESSMENT
	Ability to provide constructive challenge. * Good interpersonal skills with the ability to engage with a number of internal and external stakeholders. * Strong written and oral communication skills with the ability to produce clear reports. * Numerate - able to interpret quantitative and qualitative information and produce accurate reports. * Ability to identify and control risks. * Strong organisational skills * Excellent IT skills, in particular Microsoft Office applications. * Understanding of music and music education and the wider cultural education agenda	A/I I A A/I/E I A/I A A/I
Commitment	Completer/finisher with a strong desire to improve performance and make a difference by focusing on goals. * Clear commitment to quality and attention to detail* Ability to Work evenings and weekends*	A/I I I
Other	Diplomatic and persuasive * Empathetic and sensitive to others* Self-aware of own limitations and professional boundaries * Professional, confident and compassionate approach to the work. *	A/I A/I I I

This Authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure.

Key to Assessment Methods:

I - Interview P - Presentation A - Application E - Exercise T - Test AC - Assessment