PERSON SPECIFICATION

Post: Equality, Diversity, and Inclusion Officer

Post No: POSN412860

Department: Communities

Section: Community Safety and Engagement

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| Personal Attributes Required  (considerations) | Essential (E)  Or  Desirable (D) | Method of Assessment  (suggested) |
| **QUALIFICATIONS/TRAINING**   1. Extensive experience in the area of Equality Diversity and Inclusion. 2. Commitment to continuing professional development. | E  D | AF/ I |
| EXPERIENCE   1. Proven experience of subject matter to enable delivery to improve EDI outcomes. 2. Understanding of the Equality Act 2010 and associated legislation 3. Successful experience in a support role involving regular interaction with senior managers and other key stakeholders. 4. Proficient in Microsoft 365, including MS Outlook, MS Teams, MS Word, MS PowerPoint, and MS Excel 5. Experience of successfully servicing meetings and following up actions 6. Experience of providing advice guidance and support on equality Diversity and inclusion 7. Experience of producing correspondence, reports, presentations, and other documents 8. Experience of working in public sector 9. Experience of managing multiple projects | E  E  E  E  E  E  E  D  D | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| SKILLS/KNOWLEDGE/APTITUDES   1. Excellent organisation skills with the ability to plan, coordinate and prioritise your own workload, managing time effectively and delivering within timescales to a high quality. 2. Excellent written and oral communication skills with the ability to build strong professional relationships and work collaboratively to support the development and delivery of plans, projects and initiatives. 3. Ability to work well both independently and as part of a team, working inclusively and supportively with others to achieve shared objectives. 4. Strong analytical skills with an attention to detail and an ability to crystalise issues and identify solutions. 5. Ability to plan, allocate and evaluate work programmes for self and others. 6. Demonstrate a high level of initiative. 7. A passion for EDI and a commitment to improving equality outcomes. 8. A commitment to promoting EDI through an inclusive one team approach that values and celebrates difference and individuality. 9. An understanding of and a personal commitment to the vision and values of Sefton Council | E  E  E  E  E  E  E  E  E | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |

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| Prepared by: Chris White | AF | = Application Form |
|  | I | = Interview |
| Date: November 2023 | T | = Test |
|  | P | = Presentation |