UKRN Secondment job description template

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| **Job Title** | **Inclusion and Wellbeing Business Partner** |
| **Organisation** | Information Commissioners Office |
| **Proposed length of secondment** | 2 years |
| **Team** | People Services |
| **Reporting To** | Sarah Lal, Director of People and Workforce Planning |
| **Job Level** | Group Manager (F) equivalent to CS Grade 7 |
| **Location** | Flexible, substantive homeworking available. Base - Wilmslow, Cheshire |
| **Closing date** | 26 January |
| **Submit applications to** | [secondments@ico.org.uk](mailto:secondments@ico.org.uk) and cc in [Lesley.charlesworth-hart@ico.org.uk](mailto:Lesley.charlesworth-hart@ico.org.uk) |
| **Link to secondment ad on host’s website** | [Secondment opportunities | ICO](https://ico.org.uk/about-the-ico/jobs/vacancies/secondment-opportunities/) |
| **Funding** | CS grade 7 equivalent |
| **Purpose of the Role**  In partnership with the organisation, you will develop a devolved model of responsibility for EDI which will drive our organisational culture ambitions and EDI objectives.  Providing subject-matter expertise, you will drive the EDI and Wellbeing agenda as a credible and strategic partner, drawing on your technical and experiential know-how and insights, whilst ensuring our EDI and Wellbeing approach, policy, interventions and procedures are aligned to our EDI and Wellbeing strategy and vision.  You’ll own the overall delivery of your area and team, managing programmes of work through to completion and evaluating the impact and outcome.  You’ll ensure business plans are delivered in line with the agreed schedule, scope and budget and will manage key stakeholders, identifying any issues and risks and taking action to mitigate against these | |
| **Key responsibilities**  Develop and implement Directorate and division specific EDI and Wellbeing action plans that align with the EDI and Wellbeing strategy across ICO.  Design, build and implement EDI and Wellbeing training interventions for all ICO colleagues to build and embed an inclusive culture.  Develop a suite of EDI and Wellbeing tools to support the implementation of our strategy and devolved model of responsibility.  Produce and manage EDI and Wellbeing reporting and targets achieved in line with agreed measures on overall representation, and our EDI and Wellbeing objectives.  Ensure minority representation demographics are improved across ICO, especially at senior grades, through effective and appropriate application of positive action. | |
| **Skills, knowledge and experience**  Significant experience leading on EDI or programme management in a unionised environment.  **Essential**  Demonstrable experience of consulting, influencing and engaging leadership on EDI or a specialist subject.  Strategic thinking and implementation of EDI (or a specialism) theory, application, legislation and policy across the UK.  Excellent project management skills to lead initiatives from planning to implementation and the ability to meet deadlines and prioritise work.  Excellent facilitation, presentation, training delivery and coaching skills, with the ability to adapt style and delivery approach to meet the needs of the audience.  Ability to take complex information and provide clear advice to the relevant stakeholders.  **Desirable**  Experience of leading a holistic ‘whole person’ approach to Wellbeing and Inclusion and delivering EDI objectives within a unionised environment. | |
| **Qualifications**  NA – Experience and demonstratable skill covers this | |