**Manchester City Council**

**Role Profile**

**Inclusion and Engagement Lead, Grade 8**

**Equality, Inclusion and Engagement Team**

**Reports to: Integrated Head of Involvement and Engagement**

**Job Family: Corporate Organisational Support**

**Key role descriptors**

This role will be a subject matter specialist providing expert advice and support to a range of stakeholders within a specialist area to enable the delivery of service and organisational objectives.

The role holder will work in partnership with stakeholders across the organisation and beyond to support decision making and operational service delivery.

The role holder will research and be the source of intelligence within the specialist area, leading in the development, design, implementation and review of policies, procedures or strategies to ensure continuous improvement.

**Key role accountabilities**

Work collaboratively to provide comprehensive and timely information and advice to stakeholders which meets customer needs,

Maintain competence in subject matter specialism, undertaking research and information gathering to ensure the Council adopts and maintains best practice in areas of specialism, providing ad hoc advice as required.

Deliver and, where appropriate lead, the implementation of assigned strategy and policy projects, in accordance with agreed time, quality, budget and other project performance criteria.

Oversee the collation of comprehensive management information and reports, ensuring these are produced accurately and consistently.

Develop and manage relationships with other city council services and relevant partner agencies in order to challenge the way services are delivered and establish options for improving performance to ensure high quality of service delivery and cost effectiveness. Effectively communicate highly complex and potentially challenging messages both verbally and in writing, ensuring balanced and proportionate responses which protect the authority’s interests.

Roles at this level may be required to manage a range of assigned resources. Staff management duties may be either through direct line management (including appraisals, performance management and other duties) or through matrix management of a virtual team of officers. The roleholder will be expected to effectively co-ordinate resources to support the principals of ‘joined up’ response.

Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

**Where the role holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.**

**Role Portfolio**

Manchester has been at the forefront of championing equality and diversity for decades; we have had an ongoing commitment to equality and making services, facilities, and opportunities fair and inclusive. The role holder will lead the development and delivery of the Equality Diversity & Inclusion (ED&I) programmes, working closely with key stakeholders both internally and externally, providing guidance and advice to support both Manchester City Council (MCC) and Manchester Integrated Care Partnership’s (MICP) activities to deliver on its ambitions by scaling up and accelerating high impact actions to reduce inequality. Reporting to the Integrated Head of Involvement and Engagement the post holder will contribute to MCC and MICP strategic plans, policies, and decision-making.

This is a new role, and the role holder will play a key part in delivering MCCs Equality and Engagement strategy and action plan ensuring the commissioning and delivery of the highest quality of services to our population. This will include supporting the delivery of Manchester Partnership Board’s key priorities and the Making Manchester Fairer programme and responsibilities for ensuring that MCC meet their statutory duty as enshrined in the Equality Act 2010 and Public Sector Equality Duty.

The role holder will play a key role in the development of effective working relationships with internal partners through a business partnering approach, alongside a Senior Lead from the integrated team, across key directorates and service areas. The post holder will be working on a range of complex issues and be able to work within a rapidly changing national and local landscape.

Equity, Inclusion and Engagement is central to delivery of the City’s strategies, working closely with public health and supported by core functions including HRODT, knowledge and intelligence, contracts, project management and business support.

**Overall Purpose of the Role**

The post holder will deliver transformational programmes focused on equality, community engagement and inclusion, service redesign, programme management and working to deliver strategic change in relation to the inclusion agenda.

This role holder will provide system support to the Integrated Head of Involvement and Engagement, making a meaningful impact on decision making and addressing inequalities. The role holder will also work with the integrated Equality and Engagement team across MCC and MICP.

They will support the delivery of wider programmes and events, as defined in the Service Plan, across MCC and MICP.

The post holder will also work with Councillors, the NHS Greater Manchester Integrated Care engagement leads and any other wider stakeholders as appropriate, sharing expertise as required.

**Role Context**

This role holder will work in an integrated service providing pan equalities, equity, and human rights advice, guidance, oversight, and support to MCC and MICP.

Working to the Integrated Head of Involvement and Engagement, they will drive the delivery, development, support and monitoring of policies, procedures, frameworks, and approaches. In doing so they will support the achievement of strategic and operational objectives through a focus on equality, inclusion, human rights, whilst providing organisational assurance.

The postholder will contribute to culture change across the MCC and MICP, initiating the adoption of policy and practice.

The role holder will work collaboratively with both internal services and external partners in a manner which is focused on organisational objectives and embraces the principle of joint/integrated working.

They will provide reliable information and support to managers and decision makers in furthering equality and inclusion.

**Behaviours, skills, and technical requirements**

**Our Manchester Behaviours**

* We work together and trust each other
* We’re proud and passionate about Manchester
* We take time to listen and understand
* We ‘own it’ and aren't afraid to try new things.
* We show that we value our differences and treat people fairly

**Generic Skills**

* **Communication Skills:** Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood.
* **Policy Skills:** Ability to develop and write policy, assessing long and short-term impacts of policy proposals and use evidence to test and challenge assumptions. Ability to use qualitative and quantitative research methods to develop and test an evidence base.
* **Analytical Skills:** Ability to absorb, understand and quickly assimilate complex information and concepts and compare information from a number of different sources.
* **Planning and Organising:** Excellent time management skills, creating own work schedules, prioritising, preparing in advance and setting realistic timescales for own self and others. Has the ability to visualise a sequence of actions needed to achieve a specific goal and how to estimate the resources required
* **Problem Solving and Decision Making:** Ability to think laterally and take into account the root cause of a problem and the organisation-wide consequence of decisions made. An ability to make independent decisions of a relatively uniform nature.
* **Creative Skills:** Ability to find creative solutions where there are no existing parameters or procedural framework
* **Strategic Thinking:** Ability to identify best practice and analyse trends and patterns to develop ideas for the strategy of the service. Understands adjustments to strategy and helps others to adjust plans accordingly.
* **Financial Management:** Ability to plans forecast and monitor expenditure against budget, investigates variances and takes timely action to address significant deviations.
* **Project Management Skills:** Proven experience of successfully managing and delivering a range of projects and support packages within a structured project management structure. Ability to plan, direct and coordinate activities to manage and implement interrelated projects from project initiation through to implementation.

**Technical requirements (Role Specific)**

* Demonstrable experience of operating in an equalities role within local government, healthcare, or the not-for-profit sector working on strategy, policy, research and operational delivery of action plans.
* Comprehensive knowledge of UK Equalities and Human Rights legislation, good practice approaches, and a good understanding of intersectionality with the ability to interpret legislation and complex information to develop practical workable solutions.
* Experienced in developing and managing effective internal and external partnerships and have experience in supporting and influencing system change to address inequalities.
* Identifying and maintaining relationships with a diverse range of community and grassroots organisations from across Manchester (with a focus on social justice, equality, and human rights)
* Demonstrable and successful experience of supporting the implementation of equality, diversity and inclusion strategies and programmes.
* Knowledge and understanding of national, regional, and local priorities across the public sector in relation to tackling inequality and advancing equality.
* An understanding of the inequalities that exist across communities and how to co-produce effective responses.
* A proven track record in delivering successful projects and events to support systemic and/or organisational change across the equalities agenda.
* Ability to influence stakeholders to adopt shared priorities to advance equalities.
* Evidence of commitment to personal development