

Equality Diversity and Inclusion (EDI) Manager

Location: Canary Wharf (hybrid working approach) 35 hours per week, from 9.00am to 5.00pm.

Reports to: Senior Equality, Diversity and Inclusion (EDI) Policy Manager

Grade: C

Job purpose

The purpose of this role is to help us achieve our equality, diversity and inclusion (EDI) commitments, ensuring that we embed a consistent, best practice approach to EDI across all our work as a regulator and as an employer. This includes supporting and delivering our Vision for safe and effective pharmacy care at the heart of healthier communities and our EDI strategy, with a focus on tackling discrimination and reducing health inequalities.

The post holder will also be required to provide EDI advice and expertise to colleagues across the wider organisation to help ensure that EDI is embedded in all parts of the business, in line with our strategy, legal requirements and best practice.

The post holder will take a collaborative, inclusive and proactive approach to EDI work, with a focus on high standards and continuous learning and improvement.

Main accountabilities

Engagement and communication

- Supporting the Staff Inclusion Network and Chair, you will play an active role in arranging these meetings and ensuring that members views and opinions are reflected in our approach to EDI, and across the organisation as necessary.
- Proactively support the delivery of our EDI communications plan, producing regular communications and blogs on EDI topics for all staff, as well as helping others to do this. This includes working with the Inclusion Network Chair and members, to help deliver EDI events or other internal and external activities.
- Maintain and produce wider EDI content for the GPhC website and intranet, recognising the complexities and sensitivities for different audiences as well as our different roles and responsibilities as a regulator and employer. This includes providing briefings and papers on EDI topics, where required.

- Coordinate and contribute to the identification and completion of benchmarking activities; collecting and analysing qualitative and quantitative data to measure progress in EDI activities.
- Build internal and external relationships with key stakeholders and keep up to date with developments and best practice, proactively sharing learning across the organisation.
- Support the GPhC with its statutory reporting or performance assessment requirements, including preparation of EDI annual reports and submissions to the Professional Standards Authority.
- Proactively undertake horizon scanning and share results and best practice with the team and across the organisation.
- Engage with and attend relevant external meetings and deputise for the EDI Senior Policy Manager, where necessary.
- To represent the GPhC and participate in external events and meetings.
- To undertake additional duties associated with this role, to support the Corporate Affairs portfolio.

Strategy and policy

- Support the Senior EDI Policy Manager to ensure that our strategic and operational commitments to EDI, both as a regulator and an employer are delivered.
- Support the work of the EDI Strategy Leadership Group, ensuring that meetings are managed effectively, in line with our EDI governance framework and to monitor, review and report against our performance (including drafting minutes, progress reports and updates to action plans)
- Under the direction of the Senior EDI Policy Manager, develop and support end to end EDI policies, procedures and guidelines, identifying opportunities for new policy initiatives or areas for improvement in line with best practice.
- Provide policy analysis, assessment and advice on EDI issues and emerging themes, considering external developments, including approaches taken by other regulators and relevant organisations.

Table 1: Knowledge and skills for this job

Criteria	Essential	Desirable
A collaborative, inclusive and proactive to EDI work, with a focus on high standards and continuous learning and improvement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven knowledge of EDI, including knowledge of current best practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proven knowledge of equalities legislation (Equality Act 2010, Human Rights Act 1998 etc)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of developing and implementing EDI initiatives and policies in a regulatory environment or similar	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Criteria	Essential	Desirable
Strong organisational skills, able to manage multiple workstreams and time critical priorities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of supporting colleagues in different departments or functions, to apply and embed EDI in their work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills, recognising and taking account of different cultures, views and beliefs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Highly adept at coaching others, working collaboratively to develop solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong ambassador and positive role model for EDI and for the GPhC.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to understand and utilise data in relation to evidence based and informed, policy making.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to take a flexible approach to support the delivery of additional work priorities.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply the relevant management systems, procedures, policies and training related to risk management, health and safety, information security, data protection and business continuity.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Apply and manage the diversity and equality policy and practice pertinent to the role.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The knowledge and skills required for this role may change according to the needs of the GPhC and you will be required to perform any other reasonable duties as may be assigned from time to time.