

Senior Equality, Diversity and Inclusion (EDI) Policy Manager

Location: Canary Wharf, London

Reports to: Chief of Staff

Grade: B

Job purpose

To lead on the design, development, and implementation of the GPhC's solutions to equality, diversity and inclusion (EDI) matters, making sure that we are compliant with our statutory duties, reporting obligations and are pursuing best practice. The postholder will also help to shape the strategic direction and develop policy, whilst building effective relationships with internal and external stakeholders including the Executive and be responsible for projecting the GPhC as an involved, responsible, and forward-thinking organisation.

Main accountabilities

- Responsible for providing strategic direction, leadership and advice that stretches a broad portfolio of EDI agendas that support the GPhC's aims and objectives.
- Lead on informing and shaping the strategic alignment of the EDI strategy through design, planning, development and delivery, as well as reporting progress to the Executive and Council.
- Line-manage the EDI Policy Manager providing them with clear direction and support.
- Develop and execute GPhC EDI policy, in consultation and alignment with the wider GPhC vision.
- Develop a framework to make sure that the GPhC's business delivery takes full account of its obligations under equalities, particularly in relation to our regulatory model and its impact on the public, the pharmacy profession and other stakeholders.

- Work with and advise policy and operational development colleagues to make sure that the GPhC's obligations relating to equality and diversity are complied with in all work streams.
- Develop and execute a plan to engage employees and leadership in EDI programmes and promote a culture of inclusivity.
- Produce the Council's annual EDI report, and contribute as needed to the GPhC's other key reports.
- Act as the public face of the GPhC's equalities work, representing the GPhC on external forums.
- Facilitate internal equality-related networks to make a positive contribution to the GPhC's EDI work.
- Work with internal and external communications colleagues to make sure our communications, events, and engagement activity reflects our commitment to promoting equality and diversity.
- Support the development of appropriate systems to measure all aspects of EDI and provide updates to the key stakeholders.
- Lead, develop, and implement the Health and Wellbeing Strategy, working in partnership with HR to make sure targeted and relevant programmes are established to maintain a healthy workforce.

Knowledge and skills for this job	Essential	Desirable
Educated to degree level or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrable experience of developing and implementing EDI initiatives within a complex organisation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Considerable experience of successful stakeholder engagement, relationship management and strategic collaboration.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent interpersonal and influencing skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of people management or supervision.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of successful strategy or policy development, review and implementation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Substantial knowledge and understanding of current equality legislation, including EDI best practice.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Strong ability to analyse, interpret and present data	<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.