

Head of Equality, Diversity and Inclusion (EDI)

Department: Chief Executive's Office
Reports to: Chief Executive
Position Type: Full-Time

1. JOB PURPOSE

In July 2022, Birmingham will host the XXII Commonwealth Games, the largest multi-sport event to be held in England in 10 years. Approximately 6,500 athletes and team officials from 71 nations and territories across the Commonwealth will come together in a 12-day celebration of sport and culture. Events will take place across Birmingham and the West Midlands, entertaining more than one million ticketed spectators and reaching a global broadcast audience of more than one billion.

Each of the signatories to the Host City Contract (HCC); the Commonwealth Games Federation (CGF), UK Government, Birmingham City Council and Commonwealth Games England (CGE) together with the Organising Committee (OC) have key roles in the planning and delivery of the 2022 Commonwealth Games, both individually and collectively to ensure that the 2022 Commonwealth Games and the host community legacies derived from hosting the Games are a huge success.

The parties to the HCC have established the Birmingham Organising Committee for the 2022 Commonwealth Games Ltd as the Organising Committee ('OC'). The scope of the OC's role is broad and complex and ranges from ensuring the physical readiness of the venues and temporary facilities, to the planning, coordination and delivery of more than 40 Functional Areas (FAs) (including Transport, Security, Logistics etc) to meet the needs of the Games and its client groups (including athletes

and technical officials, spectators, press, broadcasters, Games Family) and stakeholders.

The OC and partners are committed to delivering the Games as efficiently and effectively as possible to ensure the event is sustainable and accessible to all in the long term. We are seeking individuals to join us who are innovative, commercially astute and have a genuine passion and interest in delivering the most sustainable, inclusive and accessible Commonwealth Games to date.

The purpose of this role is to provide proactive leadership, expertise and direction for Equality, Diversity and Inclusion (EDI) activity across the OC; ensuring a comprehensive action plan is developed and implemented, processed reviewed and progress is made towards the organisation's EDI goals. In doing so, you will support us to ensure the organisation is reflective of the region.

This role will report directly to the Chief Executive, recognising the importance of ensuring the OC embeds its EDI strategy and action across the breadth of the full business and our five EDI priorities:

- Developing a workforce reflective of the West Midlands
- Delivering a highly accessible and inclusive Games
- Creating a fair, supportive and open culture throughout Games delivery
- Connecting communities with the Games through engagement and participation
- Educating and developing our shared understanding on issues of inequality.

This role will also support the work and recommendations being developed by the Organising Committee's staff led EDI forum as part of the overall plan. So our methods are effective and deliver positive action, the role will utilise independent expertise from across the region and beyond to inform, review and challenge our approach. Enhanced use of data insight and information publishing will also enable the OC to communicate our progress and work with all Games Partners to deliver our shared vision of making Birmingham 2022 a Games for everyone.

2. KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Responsibilities of the role will evolve during the lifespan of the Organising Committee and it is likely that the role profile will evolve with the changing needs of the OC, but will include:

- Develop, implement and manage the OC's EDI strategy, goals and supporting action plans ensuring they are aligned with key strategic aims of the Games.
- Identify, and act on, opportunities for organisational improvement; providing advice, support and guidance on EDI to the Board, Executive Management Team (EMT), managers and all staff across the OC. This will include ensuring EDI training is regularly delivered across the OC.
- Maintain positive workforce engagement as part of the development of EDI across the OC, empowering EDI champions across the business, and supporting those individuals to deliver coordinated activities and action. This should build on the work of our existing staff network.
- Work in collaboration with HR and the OC's Official Recruitment Partner to continually develop our hiring practices, ensuring policies, procedures and training support EDI.
- Steering our internal EDI working group, to bring together specialists across the business.
- Work closely with the OC's Marketing & Communications teams to build strong, clear and factual external communications around EDI actions, activities and outcomes.
- Align EDI with the work of a new community engagement team who will build strong relationships and networks throughout the region in the lead up to the Games.
- Enhance our use of data insight; analysing and interpreting information to inform decisions.
- Produce regular updates and reporting to the OC Board and EMT on the OC's progress towards its EDI goals, to ensure compliance with organisational and legal requirements.
- Monitor and review company processes and policies to ensure they are appropriate to the OC, embedding EDI; complying with statutory requirements and delivering best practice.
- Take a proactive role in raising and embedding awareness of EDI issues across the OC.
- Develop a suite of best in practice EDI KPIs and a monitoring and publication strategy in consultation with the Marketing & Communications team.

- Identify opportunities to deliver EDI through Sport and Culture, building on our links with International Federations and governing bodies; as well as the cultural sector and creatives from across the West Midlands and the Commonwealth.
- With the OC's Schools and Learning team, develop resources that utilise the Games as an opportunity to educate on anti-racism, tackling discrimination and equality in sport.
- Develop the knowledge, skills and understanding of all employees on equality and diversity through education, discussion and the sharing of lived experience.
- Influence changes in attitude and behaviours to promote diversity of opportunity.
- Foster strong and appropriate links externally, specifically liaising with organisations that are specialists in this area of work, community groups, and other organisations with high quality equality and diversity records in the West Midlands.
- Develop an organisation -wide approach to Equality Impact Assessments.
- Advise the OC's Communications team in relation to EDI media enquiries and responses.
- Assist the OC's Legal team with responses to FOI requests that include EDI data/evidence.
- Support the OC's Procurement team to deliver EDI through our sourcing activity, aligning to the work being undertaken to embed the OC's Social Values Charter.
- Pro-actively lead on EDI projects and new initiatives, involving a wide range of internal and external stakeholders to deliver positive impact over an accelerated delivery timeline.
- Keep up to date with relevant legislation and provide guidance to the OC on implementation
- Evaluate the impact of our EDI work and share our learnings with the region and sector.
- Work closely with the Chair to ensure the OC Board and sub-committees are an integral part of the EDI strategy development and implementation
- Work closely with the Legacy and Benefits Committee meetings to ensure EDI is considered across the Games Partnership and implemented across all B2022 legacy projects.
- Manage the EDI budget to ensure resources are used appropriately and effectively.
- Work with the Commonwealth Sport Movement to openly address the legacy of colonialism and to develop understanding of our shared history.

3. PERSON SPECIFICATION

a) Skills and experience required

AREA	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • An in-depth knowledge of the subject matter of EDI, coming from having driven this activity in at least one other organisation. • Excellent knowledge of current legislation and good practice in equality, diversity and inclusion. 	<ul style="list-style-type: none"> • Degree level (or equivalent) in a relevant subject. • Continued professional development in respect of EDI.
Skills & Abilities	<ul style="list-style-type: none"> • Excellent verbal and written communication. • Strong relationship management skills, with the ability to develop positive working relationships internally and outside the OC. • Ability to analyse, interpret and present quantitative and qualitative data and information to support evidence-based decision making and initiatives • Ability facilitate meetings and focus groups • Strong leaderships skills, with the ability to prioritise work and remain calm under pressure. • Ability to work with a variety of stakeholders, and interpret strategic requirements and develop operational action plans • Understands how to objectively assess a situation and provide robust and defensible advice and guidance. • Highly collaborative working style. • Display a confident, collaborative and outcome focussed approach • Ability to think conceptually, demonstrating creativity and innovation 	
Knowledge & experience	<ul style="list-style-type: none"> • Practical experience of having developed and implemented EDI action plans. • In-depth knowledge of relevant legislation. • Proven evidence of leading, with the ability to work in a large, complex organisation. 	

- Display a passion for working in the field of EDI, with proven success in implementing action and achieving results.
- Experience of facilitating complex discussion
- Awareness of political and social issues
- Experienced in tackling discrimination, exclusion and bad practice.
- Experience of implementing formal EDI initiatives (e.g. Disability Confident, Athena Swan, Leaders in Diversity)
- Demonstrable leadership experience in EDI development activities concerning the full range of protected characteristics
- Knowledge and experience of managing EDI across a regional geography.
- Relevant voluntary and/or training experience.
- Experience working on publicly funded or high profile projects.

b) Personal Qualities

Leadership

- Embraces equality diversity and inclusion in their working practice, and displays respect and loyalty to colleagues, the organisation and partners;
- Engages effectively, and is helpful and supportive towards others;
- Highly collaborative, taking the time to engage with team members;
- Reliable and committed to success of the team;
- Embraces change and is adaptable;
- Able to multitask and willing to take on additional roles and tasks;

Communication

- Natural communicator at all levels, approachable and knowledgeable;
- Open and transparent but also maintains trust and confidentiality;
- Prepared to challenge information and bureaucracy;
- Embraces and absorbs new information;
- Strong understand of the mutual dialogue and respect required to build relationships with communities and stakeholders over time;

Commitment
and results
delivery

- Displays the highest levels of integrity and commitment with an ability to deliver excellent results;
- Plans ahead and manages time effectively;
- Deals with ambiguity, and is flexible and creative in approach to delivery;
- Resilient and positive through change and adapts positively;
- Takes accountability and ownership of tasks and problems;
- Tenacious and seeks to overcome obstacles and challenges;
- Meets milestones and is committed to achieving a positive result;
- Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents;
- Comes up with ideas and shares these with the team;
- Follows rules and guidelines;
- Provides quality work that is fit for purpose;

Motivation and
drive

- Self - motivated and proud to be part of the experience;
- Demonstrates enjoyment in their work;
- Professional, polite and approachable manner;
- Positive attitude and optimistic.
- Resilient, calm and in control of emotions