

Band 3 Senior Administrative Officer (Equalities)

Overview

The Regional Probation Equality Team will be responsible for implementing the HMPPS Diversity and Inclusion strategy at regional level.

The Senior Administrative Officer in the Equalities team will assist the Regional Equality Manager in planning, developing, implementing and reviewing the regional equality remit in order to ensure that it conforms to the HMPPS Diversity and Inclusion strategy and the Probation Workforce Equality, Diversity, Inclusion and Belonging Strategy. This may include administrative responsibilities, planning and delivering staff workshops whilst ensuring equality legislation compliance. The aim is to promote equality, diversity and inclusion for staff and service users.

Whilst there is no direct line management responsibilities or budget management requirements for the postholder, the postholder will be expected to support the Regional Equality Manager to scope out new services and seek new funding opportunities.

A specific Equalities Officer Job Description is in development, the Core Responsibilities below are therefore relevant to the post, as the postholder can expect to transfer to Equalities Officer NPS Band 3 role in due course.

Summary

The postholder will work with the Regional Equality Manager in order to help deliver the HMPPS Diversity and Inclusion Strategy, the Probation Workforce Equality, Diversity, Inclusion and Belonging Strategy and the regional equality plan at a regional level. They will also work with other regional workstreams leads as required to support delivery of wider Diversity and Inclusion objectives.

The job holder will support the Regional Equality Manager to ensure effective compliance with equality legislation, acting as a single point of contact for general enquires and the regional staff network leads.

The postholder must adhere to all policies in respect of the sensitive and confidential nature of the information handled whilst working in this position.

Core Responsibilities

Management Support:

- Development and implementation of business administration systems.
- Prepare and collate a range of documentation for a variety of purposes to support effective Probation Delivery Units and regional business activity.
- Demonstrate pro-social modelling skills by consistently reinforcing pro-social behaviour and attitudes and challenging discriminatory and anti-social behaviour and attitudes.
- To promote the equality and diversity agenda through the provision and maintenance of an annual events calendar to enable a planned series of events to be delivered.
- To use computer-based systems to produce, update and maintain records and other documentation within agreed timescales.
- Attend meetings and events and represent the Regional Equality Manager as agreed from time to time.
- Work in partnership with regional area staff networks leads to progress and embed equality and diversity into day to day practice as part of building an inclusive culture for service users and staff.
- Provide support and advice via the Regional Equality Manager to Heads of Probation Delivery Units on completion of their equality analysis.

Effectively Manage and Develop staff:

- Contribute to relevant induction, training and development events as a trainer.
- Support recruitment activity for relevant posts within the region

Use communication effectively:

- Collate and prepare reports/materials to support the effective operation of the region and Probation Delivery Units.
- Participate in meetings where appropriate, using inclusive and appropriate skills, styles and approaches.
- Write reports to support the effective operation of the Regional Equalities Team

Enhance your own performance:

- Manage own resources and take responsibility for own professional development.
- Use information to take critical decisions:

The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.