

London Borough of Redbridge

About Redbridge

Redbridge is home to 311,000 residents, more than 350 local voluntary and community organisations and thousands of businesses. We are among the fastest growing parts of the country and the third most diverse London borough. Our communities are attracted by a mixture of excellent schools, relatively affordable housing compared to other parts of London, high quality open spaces and rapid transport connections into the heart of the city.

Our population is getting both younger and older - driving increased demand in both adults and children's services. A growing population has placed huge pressure on a housing stock built for a different era. The pace of change to meet these challenges is phenomenal.

Alongside our values of **Collaboration, Honesty, Excellence and Fairness**, we have an ambitious strategic delivery plan to make Redbridge a great place to live.

Job Description

Job Title:	EDI Manager		
Accountable To:	OD Manager		
Grade:	LBR16	Salary:	Up to £65,181
Direct Reports:	Nil	Total Staff & Budget:	Budget TBC

Purpose of the Role

To lead the delivery of an innovative and impactful Equality, Diversity and Inclusion (EDI) strategy and programme of work for the Council, driving culture change and embedding inclusive practices across the organisation. It ensures that EDI is not only a strategic priority but is translated into practical, measurable improvements in organisational effectiveness, employee experience and service outcomes.

The role will not only ensure the Council meets its statutory obligations under the Public Sector Equality Duty (PSED) but will also play a pivotal role in shaping and sustaining an organisational culture where equity, inclusion and fairness are embedded in everyday practice. This includes creating an environment where all colleagues feel valued, respected and able to thrive, fostering a strong sense of belonging and ensuring that inclusion is experienced consistently across the organisation.

The postholder will provide expert advice to senior leaders, using insight, data and best practice to design, deliver and evaluate OD and EDI interventions that support sustainable change.

- To uphold the Nolan [Seven Principles of Public Life](#).
- Ensure that both **internal and external communications in relation to the service are effective**, appropriate and improve and enhance the reputation of the service and the Council.
- Effective **resource management**, including prioritisation, resource allocation and controlled spending while investing and spending for long-term value as well as near-term cost/benefit.
- To model a **culture of openness, inclusivity, learning and public service** and assure effective teamwork and corporate working.
- Impartially engage in the **political interface** and overlaps of officers with councillors, codes, standards, protocols and respect.
- To observe good and effective **governance** across the organisation.
- To support a culture of **continuous improvement**, encouraging learning and curiosity.

Key Accountabilities

- To act as the lead officer for the development and delivery of the Council's Equality, Diversity and Inclusion (EDI) strategy, ensuring all programmes and projects are aligned with the Council's Equality Objectives and wider organisational priorities.
- To lead the design, implementation and continuous improvement of the Council's EDI Learning and Development programme, ensuring it builds capability at all levels of the organisation and supports inclusive leadership and behaviours.
- To design and deliver targeted interventions and programmes that drive measurable improvements in organisational performance, culture and outcomes in relation to EDI.
- To undertake and apply external research and horizon scanning, identifying best practice, emerging trends and innovative approaches to inform and strengthen the Council's EDI strategy and activities.
- To work in partnership with the Council's Communications team to develop and maintain effective employee voice mechanisms, ensuring staff are able to contribute to, and influence, EDI priorities and initiatives.
- To lead the development, analysis and reporting of workforce EDI data, enabling robust benchmarking, evidence-based decision making, and the identification of key gaps, risks and areas for improvement.
- To ensure full compliance with the Public Sector Equality Duty (PSED), embedding legal requirements into policy and practice and maintaining assurance that the Council operates in a lawful, safe and inclusive manner.
- To lead the planning, coordination and effective delivery of the Council's EDI Board, ensuring strong governance, clear accountability and meaningful oversight of progress.
- To oversee comprehensive EDI reporting and insight, providing timely, accurate and accessible updates to senior managers and Councillors, highlighting progress, risks, challenges and opportunities.

Corporate working

- Brief and advise, as required, Elected Members, the Chief Executive, Executive Directors and other senior officers, as appropriate.
- Act as a visible role model, embedding the behaviours and principles of the Council's culture.

Politics and political interface

- Develop and maintain **effective working relationships** with elected Members.
- Promote a **culture of political awareness** amongst officers to help translate political will into appropriate future strategies and delivery of outcomes.

Good governance

- Work to ensure that **legal, financial, procedural** and other provisions governing the affairs of the Council, are properly observed and that appropriate action is taken to protect the best interests of the Council.

- Work to ensure that **risks** associated with Council activity are effectively mitigated, including the risk of fraud and corruption.

Public Ethics

- Ensure that fairness is observed in **equal treatment, equal opportunity, relational equality, and equity**.

Continuous Improvement

- Support a culture of **continuous improvement and innovation**, identifying opportunities for **income generation**, with plans for the effective implementation of **efficiency savings**.

Other Duties

- Demonstrate commitment and support for **safeguarding** the welfare of children, young people and adults at risk.
- Ensure all duties are carried out in **compliance** with the Council's financial regulations, policies for Diversity, Equal Opportunities, Risk Assessment, Health and Safety and all relevant statutory or professional requirements.
- Perform **any other duties** imposed by law, or which the Council may reasonably require.

Person Specification (E = Essential, D = Desirable)

Qualifications

- Membership of CIPD (Level 7 CIPD qualification) or relevant comparable experience - E
- Evidence of continuous professional development. - E
- Degree or postgraduate qualification related to EDI - D

Knowledge

- Strong understanding of Equality, Diversity and Inclusion (EDI) principles and best practice. - E
- Sound knowledge of the Equality Act 2010 and Public Sector Equality Duty (PSED) and their practical application. - E
- Awareness of current EDI trends, challenges and public sector priorities - E
- Knowledge of developing and delivering EDI strategies, action plans and measurable outcomes - E
- Understanding of organisational culture, leadership and behaviour change in relation to inclusion - E
- Ability to interpret and use workforce data to identify issues and drive improvement - E
- Understanding of employee engagement and effective employee voice mechanisms. - D
- Awareness of governance, reporting and working with senior leaders and elected members. - D
- Good governance principles in the corporate and/or public sector, as well as internal processes of scrutiny and formal checks and balances. - E
- Sound Financial management.- D
- Safeguarding duties & responsibilities. - D

- Health & Safety good practice. - D

Experience

- Experience of leading and delivering Equality, Diversity and Inclusion (EDI) strategies and initiatives within a complex organisation. - E
- Proven track record of driving cultural and organisational change to improve EDI outcomes. - E
- Experience of designing and delivering EDI learning and development interventions. - E
- Demonstrable experience of using workforce data and insight to inform decision-making and measure impact. - E
- Experience of developing policies, programmes or interventions that improve inclusion and address inequality. - E
- Experience of engaging with employees and stakeholders to capture employee voice and co-produce solutions. - E
- Working in and adapting to a range of **political environments**. - D
- Creating a **positive culture of learning and improvement**. - E
- Personal leadership in the achievement of **equity** in both employment and service delivery. - E

Skills and Abilities (all essential)

- A high degree of **openness, honesty and personal integrity** with an ability to engender trust & confidence amongst peers, staff, residents & stakeholders.
- Ability to **manage calmly and with clarity of purpose** in highly visible and accountable circumstances.
- Have a clear, understandable and confident **communication style** and **negotiation skills** that foster team working and improves organisational effectiveness.
- Able to **deescalate tensions and de-personalise conflict** between individuals and parties
- Able to balance **management grip and empowerment** commensurate to risk and its mitigation through internal controls.
- **Personal resilience** with the capacity to cope with ambiguity, uncertainty and pressure and the ability to work under public scrutiny whilst maintaining a sense of perspective.
- Personal commitment to **continuous improvement and the development of others**.
- Ability to meet **tight deadlines and prioritise** workloads.

Additional Information

- The role will involve irregular working patterns and will require the post holder to be able and willing to work during these periods, including evenings and occasional weekends.
**The salary scale is inclusive and recognises the volume of work in addition to and outside the Council's normal office hours required by the post*
- This post falls within the 'politically restricted' category under the Local Government and Housing Act 1989. The detail of the restrictions this places upon you are as outlined in the Statement of Main Terms and Conditions of Employment.