



# HM Prison & Probation Service

## PS Job Description (JD)

### PS Band 5

### Directorate: Probation Service

### Job Description: Equality Manager

<b>Document Ref.</b>	PS-JES-0025 Equality Manager v3.0
<b>Document Type</b>	Management
<b>Version</b>	3.0
<b>Classification</b>	Official
<b>Date of Issue</b>	9 May 2024
<b>Status</b>	Baselined
<b>Produced by</b>	Job Evaluation Assurance and Support Team
<b>Authorised by</b>	Reward Team
<b>JD Evidence</b>	

## Job Description

<b>Job Title</b>	Equality Manager
<b>Directorate</b>	Probation Service
<b>Band</b>	PS Band 5

<b>Overview of the job</b>	<p>The Equality Manager will lead on equalities-related activities in the region and ensure compliance with the Public Sector Equality Duty under the Equality Act 2010 in activities across the region. The job holder will take action to advise and support the Regional Leadership Team (RLT).</p> <p>This is a non-operational role with line management responsibilities.</p>
<b>Summary</b>	<p>The Equality Manager will create regional equalities strategies that are aligned with the Probation Workforce Equality, Diversity, Inclusion and Belonging strategy and the HMPPS Diversity and Inclusion strategy.</p> <p>The job holder will be the main point of contact to advise on equality matters in the region and will take action to support the regional leadership team to deliver positive outcomes for staff and people on probation.</p> <p>The Equality Manager will be supported by an Equality Officer whom they will line manage.</p>
<b>Responsibilities, Activities &amp; Duties</b>	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> <li>• Responsible for ensuring Equality Analyses are completed correctly and sharing guidance with regional stakeholders completing the analyses.</li> <li>• Responsible for developing the regional equality strategy and monitoring the progress and completion of actions identified in the strategy.</li> <li>• Responsible for advising the regional leadership team of any changes to equalities legislation to ensure the region is meeting its legal obligations.</li> <li>• Supporting disciplinary actions or grievances that have a D&amp;I dimension and advising HR and Trade Unions on equality and diversity matters where appropriate.</li> <li>• Chair regional equalities committees and forums, providing direction to ensure progress against action plans and shared ownership of building a diverse and inclusive culture. Also, attend national equalities forums to represent the region and disseminate information regionally and engage with leaders where there are equalities actions to implement.</li> <li>• Support regional staff network leads representing staff with protected characteristics to ensure awareness of current initiatives, compliance with legislation and policy and promote best practice.</li> </ul>

	<ul style="list-style-type: none"> <li>• Responsible for managing budgets to deliver specific equalities projects; where funding is allocated nationally and regionally, the postholder will ensure funds are spent in support of delivering specified equalities activities and outcomes.</li> <li>• Lead on creating a regional D&amp;I communications plan linked to national and international cultural and religious events and history celebration months for different groups and create and deliver awareness sessions.</li> <li>• Networking with external groups and engage them in supporting EDIB events.</li> <li>• Offer support to staff through wellbeing initiatives, hosting safe space forums, and signposting to support networks that are available, such as PAM Assist and wellbeing champions.</li> <li>• Using data analysis to identify trends to support development of local strategies, making them relevant and evidence based and highlight risks to regional compliance and ensuring adherence to data protection legislation.</li> <li>• Lead relevant training and induction events when required.</li> </ul> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or, (where specified in Wales) Welsh.</p> <p>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.</p>
--	---

## Civil Service Success Profile Criteria

<b>Behaviours</b>	<ul style="list-style-type: none"> <li>• Changing and Improving</li> <li>• Working Together</li> <li>• Making Effective Decisions</li> <li>• Seeing the Bigger Picture</li> <li>• Leadership</li> <li>• Communicating and Influencing</li> <li>• Developing Self and Others</li> </ul>
<b>Strengths</b>	<p><b>Note:</b> we recommend you choose 4 to 8 strengths locally – <a href="#">select from the list of Civil Service strength definitions on the intranet.</a></p>
<b>Ability</b>	<ul style="list-style-type: none"> <li>• Working knowledge of Microsoft Office 365 applications including MS Teams, Outlook, PowerPoint and Excel.</li> <li>• Strong communication skills.</li> <li>• Strong presentation skills.</li> <li>• Ability to analyse and interpret data.</li> <li>• Ability to work decisively and constructively with staff at all levels.</li> </ul>

<b>Experience</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>• Demonstrate experience of working in an equalities focused role.</li> <li>• Demonstrate experience providing a wide range of business support services.</li> <li>• Demonstrate experience of managing others.</li> <li>• Demonstrate experience ensuring and maintaining quality for a wide range of management activities.</li> <li>• Enhanced knowledge of the Equality Act 2010.</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>• Experience of working in Probation or a similar setting.</li> </ul>
<b>Technical</b>	<ul style="list-style-type: none"> <li>• NVQ Level 4 or equivalent in a relevant subject (or appropriate practical experience).</li> </ul>

<b>Minimum Eligibility</b>	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> <li>• All candidates are subject to security and identity checks prior to taking up post.</li> <li>• All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS.</li> <li>• All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.</li> </ul>
----------------------------	---

<b>Hours of Work (Unsocial Hours) Allowances</b>	<p><i>Leave Blank</i></p> <p><b>To be used by the JES Team only</b></p>
--	---