

bpha ROLE PROFILE



JOB TITLE:	Equality, Diversity and Inclusion (EDI) Partner
REPORTS TO:	People & Culture Manager
POSITION LEVEL:	C1
JOB PURPOSE & ACCOUNTABILITIES:	As bpha’s lead and subject expert on Equality, Diversity and Inclusion, you will be responsible for working with partners across the business to deliver the commitments of our EDI strategy and to raise the profile of diversity and inclusion for our colleagues and customers. You will work with the Strategic EDI group and senior colleagues to create an environment where differences are embraced, and individuals can flourish.

KEY RESULT AREAS	MEASURES OF SUCCESS
<p>bpha’s EDI expert, guide and adviser to the business.</p> <ul style="list-style-type: none"> • Keep up to date with any changes in EDI legislation, regulation and best practice, making recommendations for improvements in our policies and practices. • Research and facilitate relevant EDI impact assessments on people, policies and systems. • Give practical advice, guidance and support to ensure that all our people are represented fairly. • Create an external network and research other best practice opportunities. • Lead the regular self-assessment of bpha’s EDI approach against an external framework and make recommendations for future action. 	<ul style="list-style-type: none"> • bpha is fully cognisant of all legislative matters and emerging best practice. • Employees know where they can go to seek help and advice on EDI matters. • All applicable EDI assessments are completed in line with legal requirements. • bpha’s EDI approach is regularly assessed to ensure it continues to be appropriate, proportionate, relevant and fair for all.

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<p>Set out the strategic vision for EDI at bpha.</p> <ul style="list-style-type: none"> • Input and lead on the development of bpha’s EDI strategies and plans. • Monitor and evaluate progress on diversity and inclusion against our corporate strategies. • Ensure the aims and commitments of bpha’s EDI Strategy and action plans are delivered. 	<ul style="list-style-type: none"> • Corporate strategies are assessed for EDI impact. • Performance against EDI Strategy is regularly monitored and reported. • Future strategic outcomes are developed into plans for delivery in conjunction with relevant stakeholders.
<p>Work closely with the EDI Strategic Group.</p> <ul style="list-style-type: none"> • Work with Executive sponsor to plan and facilitate EDI Strategic Group meetings to drive forward the EDI agenda and support delivery of the strategy • Co-ordinate internal and external campaigns and activities in line with the EDI Action Plans. • Oversee and track progress on action plans, holding workstream and project leads to account for delivery. • Project manage workstream activity and working groups to ensure successful outcomes. 	<ul style="list-style-type: none"> • EDI Strategic Group oversees and prioritises delivery of activities. • Action plans are monitored, and progress is tracked. • Workstreams have the relevant support and knowledge to be effective and successful. • Projects are well-managed with deadlines maintained, budgets monitored, and benefits recognized.
<p>Ensure pro-active communication of EDI initiatives.</p> <ul style="list-style-type: none"> • Work closely with the Communications team to put together internal and external EDI Communications plans in line with the EDI action plans. • Support promotion of the EDI activities calendar linking in with the Our bpha forum. • Celebrate diversity through events, articles, activities and awareness sessions. 	<ul style="list-style-type: none"> • Employees feel engaged in EDI and work. • Diversity and inclusion are regularly celebrated within the bpha workplace and with our customers. • A calendar of regular events across the business is promoted to enable a greater understanding diversity and inclusion.
<p>Pro-actively engage and work in partnership with relevant stakeholders.</p> <ul style="list-style-type: none"> • Engage with Board, Executives, Senior Managers and the Employee Management Forum to promote EDI principles and ensure that diversity and inclusion is front and centre of the corporate agenda. • Ensure the effective engagement of key stakeholders, both internal and external and particularly our customers, to embed our EDI Colleague and Customer Action plans. 	<ul style="list-style-type: none"> • Effective relationships established with Board, Executives, Senior Managers and EMF. • Operational activities plan is in place and being delivered. • High levels of colleague engagement in rolled out activities. • Engaged stakeholders able to contribute to our EDI activities and check our progress against agreed action plans. • Customers can easily access our services and products, and services are delivered accounting for the diverse needs of our customers.

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<ul style="list-style-type: none"> • Through analysis, identify development needs for disadvantaged and under-represented groups of our customers. Work with the Community Development Team to plan and execute their delivery. 	
<p>Provide regular reports for Board, Executives, Senior Managers and the wider business to show progress on EDI action plans and strategies.</p> <ul style="list-style-type: none"> • Develop performance metrics and reporting mechanisms to track progress on diversity and inclusion and embed an evidence-based approach. • Evaluate the success of our EDI work through evidence-based research, and regularly report against the agreed action plans. • Improve our data collection on Protected Characteristics from both workplace and customer bases and use this data to refine and develop our EDI action plans. • Track progress against our action plans, evaluate outcomes, highlight and recommend solutions to barriers as well as presenting meaningful data and reports to give insight, influence opinion, and create positive change. 	<ul style="list-style-type: none"> • Accurate reports created and maintained against credible performance metrics to show progress against our action plans and to help identify opportunities for further improvement. • Action plans are constantly monitored and updated. • bpha Sensitive Information/Protected Characteristic reporting figures (internal and external) continue to improve, and the information is demonstrably used to inform our action plans.
<p>Work in partnership with the People team.</p> <ul style="list-style-type: none"> • Organise and support delivery of a range of EDI learning and development activities, events and initiatives. • Regularly evaluate our peoples’ understanding of EDI, identify learning requirements for employees and review the impact of any learnings. • Provide proactive support and initiatives to reduce the Pay Gap (including Gender, Disability and Ethnicity), monitor progress of any action plans to address gaps and give guidance on how to reduce gaps. • Identify development needs for diverse and under-represented groups through the ongoing facilitation and support of Inclusion groups. 	<ul style="list-style-type: none"> • Comprehensive L&D package developed and delivered. • Ongoing refresher and other developmental initiatives offered. • Report on EDI learning initiatives highlighting opportunities, trends and gaps. • Proactive input into analysis and actions plans for improving Pay Gap metrics. • Well supported Inclusion groups giving colleagues a voice and safe space to discuss issues and raise awareness.

PERSON REQUIREMENTS – state if ESSENTIAL (E) or DESIRABLE (D):

ESSENTIAL

- Proven track record of EDI expertise in a range of organisations/sectors
- Experience of supporting organisations to evolve their culture with an inclusion focus
- Evidence of influencing ability, and experience in getting others on board, without having direct management authority
- Subject matter expert – evidence of sharing best practice and current EDI related thinking/strategic insights
- Collaborative influencing style, combined with resilience
- Natural interest and curiosity
- Self-starter, able to work with minimal supervision
- Able to balance wider business priorities with own EDI priorities

DESIRABLE

- Experience of influencing or involvement in wider organisational projects or activities to support an inclusive culture
- Experience of change or transformation projects would be an advantage

QUALIFICATIONS OR TRAINING REQUIRED (OR APPROPRIATE DEMONSTRABLE EXPERIENCE)

- Degree /CIPD qualified ideally focussing on EDI

VALUES AND BEHAVIOURS:



We take responsibility

- We always do what we say, when we say we will
- We are accountable for what we do and sometimes, what we don't do
- We do the right thing not the easy thing

We are better together

- We are one bpha, committed to our shared goals and standards
- We achieve more with others, inside and outside bpha
- We value and draw strength from our diversity and differences

We show empathy

- We respect every colleague and customer
- We listen and make sure we understand
- We are considerate to each other and protect our environment

We are ambitious

- We learn, and with our customers find better ways
- We will make a positive difference for more people
- We are committed to excellence and being the best we can be

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Special Requirements if appropriate for role:	
Role profiles are a snapshot of requirements at the time of writing; content may change from time to time to ensure that roles continue to meet the changing needs of the business. Role profiles are reviewed yearly.	
DATE LAST REVIEWED: July 2024	