

ROCHDALE BOROUGHWISE HOUSING

JOB DESCRIPTION

Division: Resources
Section: Policy & Performance
Location: Floor 2, The Old Post Office

Job Title: Equality, Diversity & Support Manager

Grade: Grade 7

Accountable to: Policy Manager

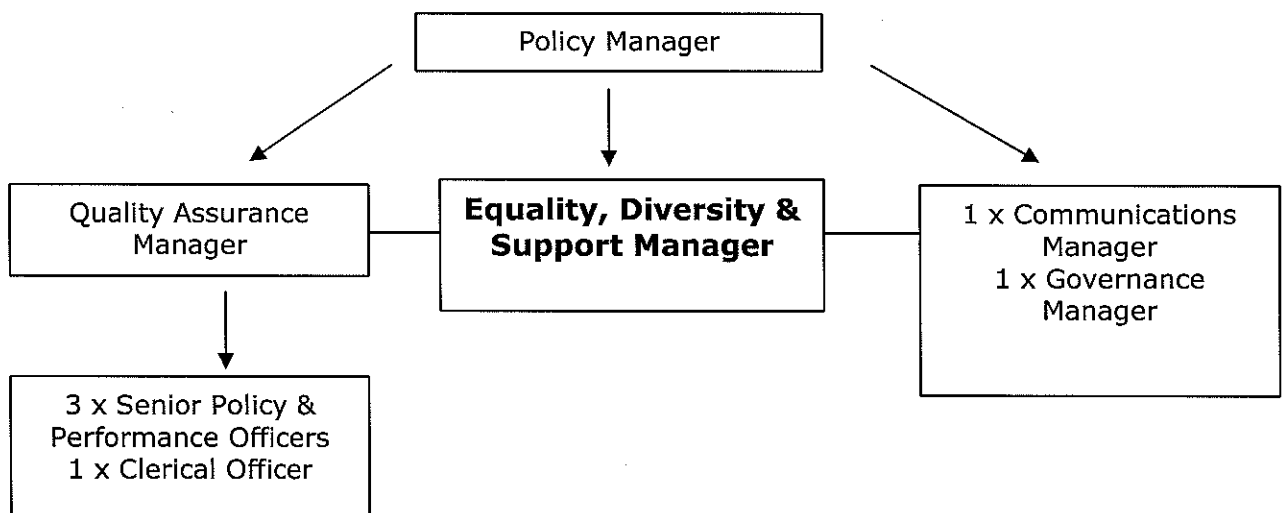
Hours of Duty: 36.15 per week in accordance with the organisation's Work Life Balance scheme

Any Special Conditions of Service: Attendance at meetings outside normal office hours and occasional evening/weekend work will be required, for which time off in lieu will be granted for those hours worked which fall outside the parameters of the Work Life Balance scheme.

The Company operates a 'No Smoking' policy for all its employees.

Casual user car allowance is payable.

Organisational Chart



Purpose and Objectives of the Job

To lead the strategic development of RBH's equal opportunities and diversity activities in relation to services (to tenants and other customers), staff and procurement. The post holder will be responsible for developing and implementing equality and diversity strategies, policies and procedures, providing practical advice to ensure effective implementation and for supporting change initiatives to improve equality and diversity practice. To help ensure that RBH's customers receive the benefits of Supporting People that they need and are entitled.

Control of Resources

Financial

- 1 To manage, monitor and control the expenditure budget in line with the organisation's Financial Regulations;
- 2 To bid for, and then manage, monitor and control income and expenditure budgets for externally funded projects and schemes in line with any requirements of the funding bodies;
- 3 To take an active role in the implementation of RBH's Financial Strategy and VFM Policy, in particular reviewing policies, procedures and systems to ensure that efficiency is maximised;
- 4 To identify any risks associated with the post's areas of work and to develop mitigation and control measures so that the risk is effectively managed;
- 5 To comply with the organisations Procurement Strategy and the Procurement Toolkit for Managers when procuring any goods or services.

Equipment/Materials

To take responsibility for all equipment and consumable goods used by the postholder and/or within his/her section including purchase, maintenance and security.

Health/Safety/Welfare

The postholder is responsible for his or her own health, safety and welfare and must at all times act in accordance with the organisations Health and Safety Policy. The postholder must also ensure that any offices or other workplaces under his/her control comply with all relevant legislation.

Relationships (Internal and External)

Internal

Colleagues at all levels within the organisation.
Board Members.

External

Staff from other ALMOs, local authorities and housing associations.
Government departments (eg CLG) and agencies (eg EHRC).
Staff from voluntary organisations (eg Rochdale & District Disability Action Group)
Staff from Rochdale Council

Responsibilities

The postholder must –

1. Perform his/her duties in accordance with the organisation's Equality and Diversity Policy;
2. Ensure the organisation's commitment to the highest standards of public service and customer care are adhered to.

Duties

1. To lead on the development of the equality and diversity policy and responding to all external requirements.
2. To ensure that RBH develops a comprehensive approach to the Equality and Diversity Key Lines of Enquiry and all other inspection requirements
3. To ensure that RBH complies with the Commission for Racial Equality Code of Practice for Rented Housing.
4. To lead on the Customer Profiling exercise in relation to equality strands
5. To ensure that RBH meets the requirements of the Local Government Equality Framework (and work to achieve all levels of the framework).
6. To develop a framework for and provide advice to Managers on the carrying out of equality impact assessments.
7. To support the development and monitoring of equality and diversity performance indicators across RBH services within the team and across other teams.
8. To maintain an up to date knowledge of legislative requirements relating to equality and diversity. To maintain a detailed knowledge of guidance and best practice.
9. To lead RBH input into the Council's BME Housing Strategy, Community Cohesion Advisory Group, New & Emerging Communities Forum and Service Equality Contacts Group.
10. To design and enforce equality clauses in RBH supply contracts.

11. To take the lead on providing advice on new legislative requirements on equality and diversity issues.
12. To be the lead officer for the Equality and Diversity Steering Group.
13. To lead the organisation's focus groups that deal with equality and diversity issues.
14. To provide the Performance Indicator information for RBH's SP funded services
15. To work with the Local Housing Manager in developing RBH's Floating Support Service in line with the QAF
16. To act as RBH's link officer to the Supporting People programme.
17. To represent RBH at the various Supporting People working groups.
18. To act as the coordinating officer for the CHS Code of Practice accreditation for RBH's Warden Service
19. To liaise with the Training Manager regarding the delivery of appropriate training courses, including undertaking the trainer role as necessary.
20. To provide advice on equality & diversity issues as required.
21. To provide advice to EMT and Board (and in particular the lead board member for equality and diversity) on equality & diversity issues including the production and presentation of appropriate reports.
22. To contribute to the organisation's annual Service Delivery Plan and to co-ordinate the Equality & Diversity Action Plan.
23. To represent RBH at the North West Equality and Diversity Network for Housing Practitioners and participate in associated subgroups
24. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Policy Manager in consultation with the postholder and if he/she wishes with his/her trade's union representative.

Job description prepared by Andy Wadsworth	Date 5/2/2010
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