

ROCHDALE BOROUGHWIDE HOUSING

POST: Equality & Diversity Manager

SECTION: Policy & Performance

GRADE: Grade 7

Note to Applicants:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet ALL the Essential Criteria.

The **How Identified** column shows how the Company will obtain the necessary information about you.

If the **How Identified** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **MUST** include in your application enough information to show **how** you meet the criteria. You should include examples from your paid or voluntary work.

ESSENTIAL	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
<p>a) Qualifications and Experience Working experience in a wide range of aspects of equality and diversity, including policy development, developing procedures & best practice and training</p> <p>Experience in designing and implementing effective initiatives to promote diversity</p> <p>Personal commitment to promoting the value and importance of equality & diversity within an organisation</p> <p>Proven track record in project management</p>	<p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>	<p>Experience of housing work in a local authority, ALMO, voluntary organisation or RSL</p> <p>Experience of delivering service improvements to a diverse range of customers</p> <p>Experience of training staff or volunteers</p>	<p>Application form</p> <p>Application form</p> <p>Application form</p>
<p>b) Skills and Knowledge In-depth knowledge of equality and diversity, legislation and best practice</p> <p>Understanding of Supporting People</p> <p>Ability to take a strategic view of diversity issues and influence corporate decision making</p>	<p>Application form, interview and assessment</p> <p>Application form, interview and assessment</p> <p>Application form and interview</p>		

	<p>Ability to give objective, timely advice and present complex issues in a clear manner both orally and in writing</p> <p>Knowledge and understanding of current social housing issues</p> <p>Ability to work under pressure and plan and organise a busy workload with conflicting deadlines on own initiative</p> <p>Ability to analyse statistics and present statistical data</p> <p>Ability to work effectively and contribute as part of a team</p> <p>Able to work collaborative with a wide range of stakeholders</p> <p>Ability to motivate staff</p>	<p>Application form, interview and assessment</p> <p>Application form, interview and assessment</p> <p>Application form and interview</p> <p>Application form, interview and assessment</p> <p>Application form and interview</p> <p>Application form and interview</p> <p>Application form and interview</p>		
c)	<p>Special Working Conditions</p> <p>Strong personal commitment to the values of public/customer service</p> <p>Willingness to work evenings and occasional weekends if required</p> <p>Evidence of commitment to continuous professional development</p> <p>Driving licence</p>	<p>Application form</p> <p>Application form</p> <p>Application form and interview</p> <p>Application form</p>		