

## Job Description

<b>Job Title</b>	Race Equalities Officer (Education)
<b>Directorate</b>	Children and Young People's Services
<b>Service Area</b>	Practice Improvement and Development
<b>Grade</b>	8
<b>Competency Level</b>	2
<b>Salary</b>	£44,711 – £49,764
<b>Job Type</b>	Hybrid
<b>Location</b>	Cunard Building
<b>Disclosure and barring service (DBS)</b>	Enhanced with Child Barred List (Children's Workforce)
<b>Job Evaluation Ref No</b>	

## Job Purpose

Working with the Council and educational institutions, the postholder will be provide specialist knowledge and expertise on legislation governing racial equality, diversity and inclusion.

The postholder will use their up-to-date knowledge of equality and diversity policy to bring about change, through supporting and challenging, conducting research, raising awareness of equality and diversity issues, and developing strategies to improve the understanding of racism and reduce racial incidents.



### **Directly Responsible For:**

Not applicable

### **Directly Responsible To:**

Head of Service – Workforce Learning and Development

Principal Practice Lead

### **Main Areas of Responsibility:**

- To develop, implement and lead on the Race Equality in Education Plan in response to the recommendations of the recent Taskforce
- Ensure the prioritisation of the race equalities, diversity and inclusion and plan for the impact of activities across the directorate and settings
- To develop and deliver ongoing and sustainable training within the organisation and to stakeholders in issues relating to racism and racial equality
- To represent and lead Liverpool City Council in local, regional and national initiatives to develop the recruitment of black people and other ethnicities into teaching, leadership, school and governance roles
- To ensure that race is properly reflected in the reporting and monitoring of data and information
- To analyse complex and contentious information with accuracy giving advice and guidance to stakeholders and networks across the education system influencing others and raising the profile of race equalities, inclusion and diversity

- To demonstrate expertise in UK EDI legislation, the latest local and national developments and initiatives and best practice in order to provide relevant and accurate advice and guidance
- To develop city wide policies and practices that effectively address racial bias – conscious or unconscious
- To liaise and work with settings and other stakeholders in the production of any curriculum resources relating to race and/or decolonisation
- To provide direct support to settings when faced with racial incidents (and be willing to investigate complaints when requested)
- To work directly with schools and local communities to enhance race relations and community cohesion
- To produce reports that add value for the user and generate effective actions for change and make recommendations for appropriate action
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken

## **Budget and Financial Responsibility:**

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact
- Monitor financial performance and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate

## **Social Value Responsibility:**

- Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities

## Physical Demands of the Job:

- This role will involve sitting for long periods of time

## Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan

## Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency **Level 1**.

[The competency framework can be found here.](#)



This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

# Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

## Qualification and training

### Essential

- Educated to degree level or equivalent (A)
- Evidence of continual professional development in all equalities, diversity and inclusion matter (A/I)

## Experience

### Essential

- Proven track record of leading and developing a first-class EDI function within organisations (A/I)
- Experienced in EDI related legislation and practices across UK, including intersectional approaches, as well as experience of successful implementing a range of EDI activities and frameworks to facilitate change within organisations (A/I)
- Detailed knowledge and significant experienced of working with EDI charters and a good knowledge of health and wellbeing (A/I)
- Detailed knowledge of working within a strength value base (T)
- Experience in being able to produce concise written reports regarding subject matter and present these reports to relevant audiences (T)

## Desirable

- Working with schools and other educational settings

## Skills/Abilities

### Essential

- A commitment to anti-racism, anti-discrimination, equity, and inclusion (A/I)
- Experience and maintaining successful internal and external relationships and harnessing resources to deliver objectives (A/I)
- A strong commitment to delivering excellence with diverse communities and population (A/I)

## Commitment

### Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council

## Other

### Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level