**SOUTH YORKSHIRE FIRE & RESCUE**

**JOB DESCRIPTION**

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| **POST TITLE** | Positive Action & Engagement Officer |
| **GRADE** | 6 |
| **FUNCTION** | People (Organisation Development) |
| **PERMANENT BASE** | Command Headquarters & Districts - Agile Working |
| **RESPONSIBLE TO** | People Partner - OD |
| **RESPONSIBLE FOR** | N/A |

**OVERALL PURPOSE OF JOB**

Contribute to the delivery of the service’s People Strategy and be a positive and proactive member of the people function by supporting the people management team to design, deliver and promote ED&I focused Positive Action strategies for SYFR in line with national and local objectives, frameworks and associated action plans.

CIPD Profession Map: Associate / Chartered Member Level

**MAIN RESPONSIBILITIES**

1. To design, deliver and evaluate Positive Action initiatives, programmes and events for recruitment, on-boarding, retention and progression within the Service.
2. To research, design and deliver an organisational Positive Action Strategy and assist with the preparation of the annual Workforce Profile and Annual Equality Report & Action Plan for publication.
3. To support and contribute to the development, consultation on and communication of the SYFR Equality & Inclusion Strategy.
4. To identify and work with external partners to identify cross working initiatives that will increase interest and applications from underrepresented groups.
5. To create processes that advance opportunities for underrepresented staff and embed them as business as usual, including mentor schemes, staff consultation and staff involvement in the recruitment process.
6. To identify data trends, analyse, interpret, maintain and present diversity and equality data, including production of reports.
7. To design and deliver a Community Engagement toolkit, including consultation, guidance and training with relevant stakeholders, including operational staff, to support Service Delivery to the South Yorkshire community.
8. In liaison with the Joint Community Safety Team, Protection, Prevention and external partners, develop a strategy to assist in increasing engagement with local communities building good relations.
9. Ensure effective coordination and communication takes place with all internal and external stakeholders in order to enable positive action and engagement initiatives to be delivered.
10. Plan, organise, coordinate and deliver positive action events.
11. Develop and deliver training and awareness sessions to internal staff to allow them to support the delivery of positive action and Community engagement initiatives.
12. To engage with communities and individuals to raise the awareness of roles within the service to underrepresented groups, developing interactive and innovative methods to promote SYFRS as an employer of choice and providing advice and feedback as required.
13. Work with colleagues across SYFRS to maintain a coordinated approach to supporting recruitment activities.
14. Work with the Corporate Communications to create innovative promotional materials.
15. To attend job fairs, community events and hold/deliver Positive Action events to raise awareness of SYFRS with underrepresented groups in relation to career opportunities. This may include the running of workshops and other interventions to identify barriers and appropriate development options.
16. Liaise with Schools and Colleges to engage with young people to promote the Service and roles available.
17. Prepare reports and present data on Positive Action / Community Engagement activities as required and to agreed timescales. Attend internal / external meetings as required and undertake partnership working to assist in delivery of post objectives.
18. Establish and maintain links as appropriate with internal employee network groups, trade unions and external agencies at an operational level to ensure the requirements of current and future initiatives are met.
19. Understand and comply with all policies, procedures and relevant legislation.
20. To undertake any other reasonable duty, commensurate with the grading and responsibility of the post, across the Service in order to meet Service priorities and business continuity requirements.

1. Comply at all times with the employee code of conduct, service behaviours and code of ethics for fire and rescue staff.
2. Fully participate in the service’s personal review process appropriate to the requirements of the role.
3. Successfully complete any training and development opportunities required for the role.
4. Practice and promote the service’s equality & diversity and health, safety & wellbeing policies.
5. Ensure risk is identified and managed effectively within the section in accordance with the service’s strategies and plans.
6. Be responsible for the accurate and appropriate security and processing of data, ensuring compliance with organisational policies and procedures (i.e. data protection).
7. Proactively identify and support continuous improvements to ways of working within own areas of responsibility and the wider team.
8. Carry out other duties from time to time as required, appropriate to the grading of this post.

**ANY OTHER INFORMATION** (including special conditions of service)

Agile Working and Flexi time Policies exist and are appropriate to this role.

This role is Fixed Term for 1 year.

**NOTE:** This document is produced as a guide to the general nature of the post and the list of duties is neither exhaustive nor exclusive.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| CIPD Qualified (Graduate) | X |  |
| MCIPD Status or willingness to achieve |  | X |
| Current Driving Licence | X |  |
| **Knowledge** |  |  |
| Experience of developing and delivering engagement activities and training to a wide audience. |  | X |
| Knowledge of the recruitment, selection, progression and retention processes. |  | X |
| Demonstrate commitment to good data quality within all areas of work. |  | X |
| The ability to work under pressure, prioritise workloads and meet conflicting deadlines to ensure that personal and team objectives are met. | X |  |
| Knowledge of underrepresented groups and the challenges of recruitment, progression and retention. |  | X |
| Knowledge of the Employment Law, Equality Act, Public Sector Equality Duty, and Diversity and Inclusion principles. |  | X |
| Evidence of challenging discrimination, or implementing equal opportunities. |  | X |
| Knowledge of Microsoft Office applications | X |  |
| Knowledge and understanding of effective people practices that support a positive culture |  | X |
| Comprehensive understanding of the Fire & Rescue Service, including an appreciation of the cultural challenges | X |  |
| Good understanding of data protection legislation and data security | X |  |
| **Experience** |  |  |
| Previous experience of working and engaging with the Community.  | X |  |
| Awareness and understanding of the importance of Positive Action and Community Engagement initiatives and events. | X |  |
| Experience of analysing, interpreting and presenting complex data in an easy to understand format. |  | X |
| Project Support experience. | X |  |
| Ability to speak one or more additional languages. |  | X |
| Experience in the development of HR policies and procedures |  | X |
| **Personal Effectiveness** |  |  |
| Self-motivated and able to work under pressure to meet deadlines | X |  |
| Negotiation and influencing skills |  | X |
| Excellent written and communication skills | X |  |
| Ability to work to agreed strategies / action plans | X |  |
| Commitment to EDI and Health and Safety at Work legislation | X |  |
| Proactive and professional manner with a positive can-do approach to work | X |  |
| Demonstrates flexibility and the ability to adapt to change positively | X |  |
| **Other Requirements** |  |  |
| Ability to travel timely and efficiently around South Yorkshire | X |  |