



JOB DESCRIPTION

POST:	Diversity and Inclusion Programme Manager
DEPARTMENT:	CEO
RESPONSIBLE TO:	Chief Executive
GRADE:	5a (£47,218)

JOB SUMMARY

The Royal College of Surgeons of England is embarking on an ambitious, widely encompassing programme to embed a culture of diversity and inclusion within its professional leadership, the wider profession and the staff body.

Responsible for scoping, planning and managing the Diversity and Inclusion programme, this role will work closely across the organisation, coaching and advising colleagues and driving forward this cross-cutting programme of work. They will build internal capacity for developing and delivering sustainable diversity and inclusion initiatives that impact on the internal and external environments and deliver demonstrable benefits.

The direction of travel will be informed by two recent independent reviews, one looking at the Professional leadership and governance of the College and one looking at staff culture, practices and policy.

This person will have a pivotal role in building diversity and inclusion capability across the organisation and will support the College to embed a culture of belonging.

SPECIFIC DUTIES AND RESPONSIBILITIES

1 Embedding vision and culture

Responsible for:

- Driving forward EDI work and supporting staff and professional leaders to embed the vision and a culture of diversity, inclusion and belonging across all of the College's networks, forums, committees and staff teams
- Bringing in external learning and good practice in the sector and beyond to inform EDI practices and policy across all of the College's internal and external work
- Advising and guiding the College staff, Officers and Council as it implements its action plan around Diversity and Inclusion
- Auditing existing practices and processes (including, but not limited to all collateral including images and language, processes for recruitment to paid and unpaid roles) with an eye to improving accessibility and developing visible inclusive practices, identifying areas for improvement and setting improvement targets and timeframes with relevant teams



- Identifying and sourcing training and education on equality, diversity and inclusion for all levels of the organisation up to and including Officers, Council and Board

2 Diversity and Inclusion in the professional leadership and governance

Responsible for:

- Supporting governance and ordinance groups to implement reform recommendations to ensure RCS England's professional leadership reflects the diversity of its members
- Putting in place, developing and supporting initiatives to widen access across the full range of College volunteering, leadership and governance roles to better reflect the diversity of its members and promote inclusion in all its activities
- Ensuring clear targets, timescales, measurements and action plans are identified, implemented, measured and reported on across the range of recommendations
- Developing and educating teams and committees to recognise the positive value in difference, drawing on a wide range of experiences, backgrounds and ways of thinking to inform all of the College's work

3 Diversity and Inclusion in the profession

Responsible for:

- Managing the development of new initiatives and networks to support the profession and our members, working closely with colleagues across the College
- Collating and building on existing quantitative data and metrics, developing insights and transparency that target improvements in EDI initiatives
- Developing and gathering qualitative experiences to drive a culture of diversity and inclusion, building on the work of the external reviews
- Analysing data and feedback and using it to inform EDI policy, practices and initiatives
- Responding to information requests from the membership beyond and other external stakeholders to support the wider profession to embed and develop EDI initiatives

4 Diversity and Inclusion in the staff body

Responsible for:

- Driving the development of the evidence base to inform diversity and inclusion policy in internal and external College environments
- Developing and producing guidelines so that all of the RCS England's communication has an eye to diversity and inclusion, including tone of voice, style, and imagery
- Creating and curating guidance with colleagues across a range of relevant areas
- Acting as a critical friend across the organisation for all areas with an eye to EDI practices
- Instilling a culture of accountability for diversity and inclusion across the staff body



5 EDI Programme Management

Responsible for:

- Scoping, managing and driving forward the key pillars of the EDI action plan
- Driving a culture of learning; facilitating and sharing lessons learned and best practice within and across the programme and the wider College environments with stakeholders
- Designing a metrics-based approach and processes to create insight to improve decision-making and accountability around our EDI commitments and initiatives
- Stakeholder mapping and management
- Contracting, outsourcing, bringing in and supporting external expertise to deliver programme aims
- Developing a programme timetable to include scoping, planning, dependency identification, estimation, scheduling and resourcing, initiating, monitoring and reviewing
- Managing relevant programme budget(s)
- Managing multidisciplinary and mixed staff/consultant/volunteer teams to achieve programme objectives

6 Leadership and Management

Responsible for:

- Setting SMART objectives and managing the performance of direct reports
- Giving staff support and opportunities to meet their personal development objectives.
- Delegating authority to staff and monitoring them against agreed outcomes.
- Agreeing with staff appropriate courses of action to address any issues with their work.
- Recruiting and selecting team members to meet organisational needs consistent with legislation, policies and procedures.

General

- The post-holder is expected to represent the College in a professional manner in relation to their responsibilities and in ensuring their own continuing professional development.
- Undertake such duties appropriate to the grade, as required by the senior leadership team.

This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

The Royal College of Surgeons of England is an Equal Opportunities Employer.

All College employees are responsible for records held, created or used as part of their work for the College including patient/client, corporate and administrative records whether paper-based or electronic, which also includes emails. Records should be



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managed and stored appropriately and should in all cases comply with the requirements of the Data Protection Act 1998. Employees should have read and understood the College's Records Management Policy and should follow all agreed records management procedures, seeking advice where necessary.

April 2021



PERSON SPECIFICATION

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DEPARTMENT: CEO

RESPONSIBLE TO: Chief Executive

GRADE: 5a (£47,218)

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education/Qualifications <ul style="list-style-type: none">Proven successful track record in a similar role	Education/Qualifications <ul style="list-style-type: none">Relevant qualification
Experience/Knowledge <ul style="list-style-type: none">Knowledge and experience of the current EDI challenges in organisations and working environmentsKnowledge of equality, diversity, inclusion and anti-discrimination interventions in similar environmentsProven experience of developing and implementing EDI strategy, frameworks, tools and policies with measurable impactsExperience of successful diversity, inclusion and unconscious bias training as part of wider EDI initiativesProven experience in building and maintaining relationships with a range of stakeholdersExperience of managing and delivering complex projects, engaging with stakeholders at all levels	Experience/Knowledge <ul style="list-style-type: none">Volunteer organisation and managementExperience working directly with senior stakeholders cross-functionally
Skills <ul style="list-style-type: none">Strong communication skills (written and oral) with the ability to adapt to different audiencesAbility to work independently and as part of a teamHigh level of attention to detailProven ability to meet targetsThe ability to multitask, prioritise and delegate in order to deliver to tight deadlinesExcellent interpersonal skills, including the ability to influence and persuade individuals at all levels	Skills



<ul style="list-style-type: none">▪ Excellent communication skills, including the ability to clearly articulate complex / technical concepts and to identify, summarise and convey the critical points of an argument▪ Excellent written skills, including report writing▪ Strong analytical skills, with experience of using data and evidence to solve problems▪ A good standard of numeracy, including estimating, financial budgeting, using percentages and working with data▪ A confident computer user, including Microsoft suite of programmes	
<p>Other</p> <ul style="list-style-type: none">▪ Willingness to travel in UK with overnight stays where necessary▪ May involve out of hours and weekend work	

The post holder will also need to demonstrate the following **values and behaviours**:

Diversity - we value *diversity* and treat each other with respect.

- I listen effectively and treat each person as an individual
- I value people with different skills, expertise and knowledge to myself
- I ensure that everyone I meet feels welcomed at the college
- I trust the people I work with and know they will work to their best ability
- I am inclusive and build good relationships with everyone I work with
- I take time to understand different views to myself for the sake of the college

Improvement - we seek continuous *improvement*, and improvement requires change.

- I use my expertise to question, challenge and improve the way we carry out our tasks
- I identify opportunities to innovate and present ideas to improve our products and service
- I am open and positive to new ideas and ways of working which help the college
- I adapt to change positively
- I help my manager communicate change to others
- I learn from my mistakes and do things differently as a result



Responsibility - *we take personal **responsibility** for all we do.*

- I set challenging goals for myself
- I deliver what I say I will deliver
- I take informed decisions which are within my control and hold myself accountable for them
- I take initiative and am proactive in all I do
- I constantly work to the best of my ability
- I work with integrity in the best interests of the College and its priorities

Collaborative - *we are **collaborative**, both across the College and with our stakeholders across the world.*

- I build positive relationships with the people I work with
- I work collaboratively with others to deliver exceptional performance
- I always work for the greater good of the College
- I highlight behaviours which are inconsistent with the College standards
- I consistently live the College values
- I involve others in key decisions I take at work

Prudent - *we are **prudent** in our use of resources.*

- I deliver excellent work and customer service with the resources available to me
- I am efficient with the resources I use
- I find effective solutions to problems
- I escalate issues quickly when resources are stretched
- I prioritise my work effectively
- I follow the rules at work so that I minimise risks to the College

Professional development - *we are committed to personal **professional development** that benefits the individual and the College.*

- I seek learning opportunities for my personal and professional development
- I support, encourage and help my colleagues to develop
- I put my learning into practice in my role
- I ask for regular and honest feedback on my performance and learn from what is said
- I create opportunities to share my knowledge within and across teams
- I know my areas of expertise and convey this with confidence to my colleagues

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.

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