

Role profile

Role title	EDI (equality, diversity, and inclusion) Manager – 6-month FTC
Department and directorate	People and Corporate Development Directorate
Grade	5
Reports to (job title)	Head of Member Development and Inclusion
Direct reports (job titles)	N/A

Job Overview– purpose of the role

*Describe as concisely as possible the overall purpose of the job and what success looks like. **Please limit this to a maximum of four or five sentences***

Management of the BMA's corporate equality, diversity and inclusion work streams that relate to BMA staff to ensure progress towards the staff EDI strategy as a part of delivering on the BMA's overarching corporate EDI strategy.

Duties and Responsibilities

What are the core duties/responsibilities required to be performed in the role. (e.g., to provide a full range of administrative support services to the department including x,y,z)

Please provide a bullet point list

- Work in conjunction with Heads in the Human Resources team and the Head of member development and inclusion to deliver a programme of work to meet current and anticipated future EDI needs of BMA staff.
- Ensure principles of EDI are embedded into all BMA HR policies and procedures for staff, including through implementation of equality impact assessments.
- Work in collaboration with our staff union and our established BMA staff networks to share ideas, raise awareness around workplace issues and concerns, and support development and mentoring.
- Work in collaboration with the HR recruitment team to ensure fair and inclusive recruitment processes and systems.
- Monitor staff equality, diversity and inclusion to help understand why certain groups are under-represented within the BMA staff workforce and create action plans to address.
- Support work on gender and ethnicity pay gaps within the BMA and the development of action plans.
- Contribute to the development of EDI learning and development programmes for staff.
- Collaborate with the EDI manager (members) on specified projects.
- Support the implementation of recommendations that are staff focused from the recent member support services review and embedding these as business-as-usual activity.
- Any other duties as reasonably directed.

Skill (level and breadth of application)

What relevant experience is necessary to undertake this role? What specialist, technical or professional qualifications are required to be able to perform the job?

How far does the role extend out across the organisation, eg confined to own team, involves co-ordination with another department or requires regular negotiation with many other parts of the organisation. Why is this necessary? Describe the range of issues that are involved in this, eg resolving people's IT problems, collecting information on key research items or advising members on a particular issue.

- Experience and knowledge and understanding of EDI matters and concepts. Relevant HR experience in the EDI space (including knowledge of pertinent legal issues)
- Ability to grasp new EDI concepts quickly to undertake analysis of where the BMA may stand or be involved in a certain issue.
- Outstanding written and oral communication skills.
- Ability to work flexibly, picking up new areas of work and responding to areas of need in a positive manner.
- Excellent organisation and multi-tasking abilities.
- Ability to present reports (in writing and orally) to a variety of audiences.
- Ability to influence highly articulate and challenging individuals, using expertise, tact and diplomacy.
- Ability to network effectively across the association to understand current and anticipate future areas for equality issues and the development of guidance/support materials.
- Understanding of the association's dual roles as trade union and professional body.
- Personal resilience – occasionally comes into contact with challenging stakeholders.

Intellectual demands (complexity and challenge)

What sorts of problems, situations or issues are typically dealt with? Give any illustrative examples. How are the problems, situations or issues dealt with (eg undertaking original research and analysis or seeking specialist advice)?

To what extent are standard procedures and processes followed when undertaking typical tasks, and how is personal initiative used when solving problems? To what extent is creativity used in solving the problems (eg adopting different approaches, trying things that have not been done before within the organisation or improving/changing previous approaches).

- Intellectual capacity to demonstrate a clear understanding of the BMA's corporate EDI strategy as related to staff.
- Ability to review new staff policies with an EDI lens.
- Ability to translate discussions with stakeholders, into action points (with final sign off from director of people and corporate development or line manager).
- Develop a range of internal/external communications to raise awareness of the BMA's EDI work in relation to our staff.
- Ability to analyse emerging areas of staff related EDI and create new proposals for the business.
- Ability to use creativity and initiative in the development of staff related EDI initiatives and proposals for the BMA.
- Ability to deal with potentially sensitive problems pro-actively and work in a rapidly changing and at times challenging environment.

Judgement (independence and level and impact limitations)

What are the typical decisions that are made in the job without reference to any higher authority? What informs/constrains the decisions (eg expenditure limits, have to follow clearly laid down procedures or working within broad objectives). What influence upon policy, procedures or resources is there (eg giving advice to others)?

Who (or what) is next to be affected by the decisions that are made – for example, supervisor sees them before they leave the team or the whole department sees and has to respond to the change that is made. Give typical example(s) of the consequences of the decisions (eg what impact does the decision-making have on the performance of the team/section/department/organisation)?

- Expertise in equality, diversity and inclusion.
- Good judgement on the need to refer sensitive issues for higher level decision.
- Responsible for ensuring staff EDI workstreams are completed within their time scales as allocated.
- Final sign off for work will be from HR Heads, Head of member development and inclusion /director of people and corporate development.

Use of resources (supervision of resources and influence)

What responsibility is there for managing people, equipment, budgets, resources, customer's welfare or confidential information? If this is a staff management role describe what is involved, eg staff reporting, staff development, appraisal, leading a department or the allocation of work.

How does the role fit within the organisation, eg support role, team member, team leader, specialist policy adviser, or leading major areas of core business?

- The post holder will be a part of the people and corporate development directorate and work closely with staff teams across the BMA.
- The post holder will manage our work on staff EDI with oversight from Head of member development and inclusion.
- Supporting staff where needed.

Communication (level, internal and external demands and significance)

*What people are typically contacted (regardless of the medium) **inside** the Association, eg immediate colleagues, senior managers or administrators? Committee members are the only members classed as internal communication. Normal non-committee membership and doctors are external (see below)*

*Who is in regularly contact with the role holder **outside** of the Association, eg members who are not committee members, suppliers, members of the public? Approximately what percentage of the time is spent on external communications?*

What is the purpose of these contacts, eg conveying information, gathering data?

- Contact with BMA and BMJ staff across the association – working closely with colleagues in devolved nations, member relations, policy and communications.
- Regular and collaborative working with the communications and policy EIC team to deliver on the BMA corporate EDI strategy.
- Will provide advice on staff EDI activities and issues to staff across the association and key elected members (in discussion with line manager).

Physical demands & coordination (physical effort and mental strain)

Are there any unusual physical or mental demands of the role; for example, lifting heavy objects, standing for long periods, using VDUs extensively or high levels of concentration?

- N/A

Working conditions and emotional demands)

What are the environmental conditions in which the work is conducted, the social and emotional demands faced by the role and the pressures resulting from these?

- May be necessary to work in an open plan office, as well as independently from home (hybrid role).

Values and behaviours

The post-holder is expected to execute their role in line with our five organisational values.

The following examples illustrate how we are using our values to inform how we act:

We are **leaders** because:

- We strive to always improve
- We take responsibility for our actions
- We collaborate with each other and work as one BMA for the good of our members
- We are proactive and prepared to guide our members and each other

We are **experts** because:

- We understand our members
- We draw on our collective experience and knowledge to solve problems
- We use our insights and research to make decisions
- We provide accurate, credible, relevant and engaging information
- We recognise our strengths and act upon them

We are **committed** because:

- We listen to our members and put them at the heart of everything we do
- We are respectful, inclusive, open and honest with our members and each other
- We approach everything we do with confidence and sensitivity

We are **reliable** because:

- We deliver on what we say we will do
- We are accessible and approachable
- We build trust by being consistent and supportive
- We are positive and decisive whatever the situation

We are **challenging** because:

- We fight, ethically and fearlessly, for the interests of all our members
- We work as a brave, assertive and effective champion for high quality health services and the advancement of the profession

Sign-off

Manager:

Date:

Role holder:

Date: