



HM Prison & Probation Service

Job Description (JD)

PS Band 3

Directorate: Probation Service

Job Description: Equality Officer

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JD Evidence	

Job Description

Job Title	Equality Officer
Directorate	Probation Service
Band	Band 3

Overview of the job	<p>The Equality Officer will undertake administrative responsibilities as well as help to ensure equality legislation compliance in activities across the region.</p> <p>This is a non-operational role with no line management responsibilities.</p>
Summary	<p>The Equality Officer will support the Equality Manager to help deliver the regional equality plan, Probation Workforce Equality, Diversity, Inclusion and Belonging strategy and the HMPPS Diversity and Inclusion strategy at a regional level. They will work with other regional workstream leads as required to support delivery of wider diversity and inclusion objectives.</p> <p>The job holder will support the Equality Manager by acting as a point of contact for general enquires related to equalities and regional staff network leads.</p> <p>The aim is to promote equality, diversity, inclusion and belonging for staff and people on probation.</p>
Responsibilities, Activities & Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Maintaining online business administration systems to disseminate equalities information. • Use computer-based systems to produce, update and maintain records and other documentation within agreed timescales. • Regularly develop and disseminate equalities communications across the region to a variety of stakeholders. • Attend meetings and events and represent the Equality Manager as agreed from time to time using inclusive and appropriate skills and styles. • Support the Equality Manager to develop and implement regional equality plans and maintain correspondence with stakeholders who are responsible for different objectives. • Manage an annual calendar of awareness events to promote the equality and diversity agenda. • Provide support and advice via the Equality Manager to regional stakeholders on completion of their Equality Analyses. • Prepare and collate a range of documentation and resources for a variety of purposes to support Probation Delivery Units and regional business activity. • Work in partnership with regional area staff networks leads to progress and embed equality and diversity into day-to-day.

	<ul style="list-style-type: none"> • Contribute to relevant induction, training and development events. • Support recruitment activity for relevant posts relating to equality, diversity, inclusion and belonging priorities within the region. • Network with external stakeholders and build strong working relationships. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.</p>
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Civil Service Success Profile Criteria

Behaviours	<ul style="list-style-type: none"> • Changing and Improving • Communicating and Influencing • Working Together • Developing Self and Others • Managing a Quality Service
Strengths	<p>Note: we recommend you choose 4 to 8 strengths locally – select from the list of Civil Service strength definitions on the intranet.</p>
Ability	<ul style="list-style-type: none"> • IT skills – Excel, PowerPoint, Word, Outlook • Ability to understand and navigate systems on the job • Gathering and collating information • Good knowledge of using MS Teams • Strong administrative skills
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Minute taking skills • Meeting organisation • Skills in managing and co-chairing meetings • Preparing and delivering presentations skills • Good communication skills • Demonstrate previous administration experience, and experience of providing a wide range of management support activities • Evidence of providing support and assistance to colleagues in delivering a quality service <p>Desirable:</p> <ul style="list-style-type: none"> • Work experience in an equalities focused role • Knowledge of the 2010 Equality Act • Knowledge of the Probation Service
Technical	<ul style="list-style-type: none"> • Qualification to NVQ level 2 in any subject. • GCSE Grade A-C in English and Maths (or equivalent)

Minimum Eligibility	<p><i>Please do not alter this box</i></p> <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	<p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p>
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