



HM Prison & Probation Service

Job Description (JD)

Band 6

Group Profile – Advisor (A)

Job Description – A: Equality

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JD Evidence	

Job Description

Job Title	A : Equality
Group Profile	Advisor
Organisation Level	First Line Management
Band	6

Overview of the job	This is an advisory job in an establishment.
Summary	<p>The job holder is responsible for leading on the provision of advice on equality issues within the establishment, ensuring compliance with legislation.</p> <p>This is a non-rotational, non-operational job with line management responsibilities.</p>
Responsibilities, Activities and Duties	<p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Responsible for ensuring Equality Impact Assessments are completed appropriately • Responsible for ensuring a programme of Equality Impact Assessments is in place and that it is being actioned • Responsible for the dissemination of equality monitoring data and any actions agreed to eliminate any unlawful discrimination. • Responsible for developing and managing the establishment annual Equality Plan setting out how the establishment will address opportunities and issues relating to equality • Responsible for ensuring the establishment is aware of what is required for it to meet its legal obligations under relevant equality legislation • Creates an Equality Action Plan, highlighting and resolving areas of non-compliance • Contributes to the establishment Equality Committee, encouraging employee engagement in the equality agenda. Take a lead in the activities of the Committee, writing and presenting reports and be responsible for addressing issues raised • Responsible for carrying out equality related audits and reports findings to the Senior Management Team (SMT) • Responsible for developing links between other areas of the establishment and local groups to aid and improve the knowledge and understanding of different equality strands • Works closely with Safer Custody to assist in the decency agenda and address bullying and harassment related to equality issues • Works closely with litigation lead on equality related litigation • Responsible for ensuring that all staff, agency workers and volunteers receive equality training and ensures that all prisoners receive an equality induction and appropriate

	<p>equality related training in accordance with their sentence plan</p> <ul style="list-style-type: none"> • Manage the Diversity Incident Reporting Form (DIRF) process <p>Undertake other advisor tasks including :</p> <ul style="list-style-type: none"> • Responsible for acting as the subject matter Lead advisor in the establishment providing advice and recommendations to the Senior Management Team, managers and individuals • Responsible for the management of all staff within their area. This includes staff performance, development and annual appraisal through to sickness absence management • Responsible for keeping up to date and ensuring establishment compliance with changes in law and legislation in their field • Develop and maintain local policies and procedures in subject area and ensure that these are in line with national standards, and Guidance, legislation and current best practice • Responsible for suggesting ways for improving and achieving Service Delivery Indicators (SDI) • Undertake and ensure that all relevant administration, data collection and analysis including relevant SDIs are collated • Deliver and organise awareness sessions in relevant area • Chair monthly meetings in relevant work area • Liaise with external bodies where required <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.</p>
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Behaviours	<ul style="list-style-type: none"> • Making Effective Decisions • Leadership • Communicating and Influencing • Working Together • Managing a Quality Service
Strengths	It is advised strengths are chosen locally, recommended 4-8.
Essential Experience	<ul style="list-style-type: none"> • Able to deal effectively and assertively with staff at all levels • Able user of MS Word and MS Excel • Information collation and analysis
Technical Requirements	<p>N.B Please check the individual job description relating to this group profile for any job specific requirements and add if required.</p> <ul style="list-style-type: none"> • Must complete specific training to hold the qualifications required for area of specialism outlined on the Job Description

Ability	
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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	37 hour working week.
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