



**LONDON BOROUGH OF MERTON**  
**CORPORATE SERVICES DEPARTMENT**  
**JOB DESCRIPTION**

<b>POST TITLE:</b>	Equalities and Community Cohesion Officer	
<b>Grade:</b>	ME16	
<b>Department:</b>	Corporate Services	
<b>Location:</b>	Various offices according to the needs of the service	
<b>Responsible to:</b>	Head of Policy and Strategy	
<b>Responsible for:</b>		
<b>Post number:</b>	tbc	<b>Date:</b> October 2010

**MAIN PURPOSE**

- To champion and drive the Council's diversity, equalities and community cohesion policies and programmes, leading on and developing innovative, sustainable approaches to diversity, equalities and community cohesion activity and providing effective leadership, advice and support to councillors, officers across the Authority, partners, and local residents in order to deliver this.
- To act as deputy for the Head of Policy and Strategy as required

## MAIN DUTIES AND RESPONSIBILITIES

- To provide high quality leadership, advice and support to Members, Directors, Heads of Service, managers and partners in order to develop and implement departmental, Council and partnership wide diversity, equalities and community cohesion policies and programmes, including:
  - Maintaining a corporate diversity, equalities and community cohesion framework in line with legislation, the latest Government guidance and national best practice
  - Leading on ensuring Council-wide compliance with the Equalities standard for Local government;
  - Ensuring that key corporate and department-led diversity, equalities and community cohesion activities reflect good practice and local experience;
  - Advising and supporting, as appropriate, local diversity and community cohesion networks and steering groups including the Interfaith Forum; the Lesbian, Gay, Bisexual and Transsexual Forum ; and the Community Leaders Forum
  - Promoting and facilitating cultural change within the organisation and across the Merton Partnership that will contribute to developing and strengthening diversity, equalities and community cohesion networks, policies and programmes and a dynamic learning environment and embedded good practice
  - Ensuring delivery against relevant corporate and Merton Partnership strategies and action plans
  - Developing and implementing programmes aimed at improving understanding and awareness of diversity, equalities and community cohesion among officers, councillors and partners, in conjunction with Human Resources where appropriate;
  - Project managing and/or leading major related reviews, as required;
- To keep abreast of developments in the field of diversity, equalities and community cohesion and ensure that council operates in compliance with appropriate legislative and regulatory requirements and good practice
- To be responsible for the specific budgets related to corporate and partnership diversity, equalities and community cohesion programmes in the region of £xm per annum, and to ensure that effective financial management processes are maintained.
- To participate in intra- and inter-departmental working parties and to ensure that such groups receive appropriate contributions from the Division.
- To deputise for the Head of Policy and Strategy, including representing them at external meetings as required
- To undertake such other duties of a comparable nature elsewhere in the organisation as may be required to facilitate management development and service flexibility
- Any other duties as requested by the Head of Service or Director.



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PERSON SPECIFICATION**

**POST TITLE:** Equalities and Community Cohesion Officer

**Grade:** ME16

**Date:** October 2010

**Qualifications and Experience**

Professional and post specific requirements

- Experience of senior level policy, diversity, equalities and community cohesion work in a public sector organisation or similar
- Experience in providing advice to and influencing a senior audience
- Experience of working with local communities and/or partner agencies
- Experience of working closely with and advising Councillors
- Experience in managing and delivering projects

**Skills and Knowledge**

Professional and post specific requirements

- Good understanding of the functions of local government and knowledge of the key issues facing local government
- Knowledge and understanding of current legislation, policies and practices with regard to diversity, equalities and community cohesion, including equalities legislation, Equality and Human Rights Commission codes of practice, European Commission Directives relating to equality
- Knowledge and awareness of the issues involved when working within a diverse community
- Able to provide leadership and vision to officers, members and partners and to champion diversity, equalities and community cohesion inside the Council and externally
- Able to manage conflict to ensure a positive outcome
- Able to evaluate, interpret and analyse a variety of qualitative and quantitative information, presenting it in a way that is clear and easily understood
- Able to identify creative, realistic solutions to problems and deal appropriately with issues with may be controversial or sensitive
- Able to work under pressure, manage competing priorities and achieve tight deadlines
- Able to establish and develop positive relationships, both internally and externally, and influence a wide range of people
- Able to demonstrate understanding of political sensitivities
- Self motivated and able to work on own initiative
- Able to represent the Council and liaise with external organisations as appropriate
- Good IT skills, including use of Microsoft Word, Excel and Outlook packages



### Personal requirements

- Good communication skills, both orally and in writing
- Good numeracy and analytical skills
- Understanding of the role of support services and how they can contribute to the effectiveness of direct service provision
- Clear understanding of ways in which the council's policy of equality in employment and service provision can be reflected in all aspects of work of the team
- Understanding of the council's vision and mission statement and how they relate to the work of the team
- Ability to be available to attend council premises out of hours in the event of emergencies or urgent management issues

### **Personal Style and Behaviour**

Please refer to LB Merton's Model of Leadership Behaviours (attached).