

meeting **NOTTINGHAMSHIRE AND CITY OF NOTTINGHAM
FIRE & RESCUE AUTHORITY**

HUMAN RESOURCES COMMITTEE

date **4 April 2007**

agenda item number

REPORT OF THE DEPUTY CHIEF FIRE OFFICER

CHANGE TO SALARY GRADE

1. PURPOSE OF REPORT

To present Members with the outcomes of a recent job evaluation which has resulted in a change of post grade.

2. BACKGROUND

2.1 The job evaluation process is the means by which the Service determines appropriate job gradings for non-uniformed job roles. The Service has adopted the national model established by the National Joint Council for Local Government Services, supplemented by locally agreed protocols, and evaluation is undertaken by a joint panel consisting of Unison and management representatives.

2.2 The Panel establishes grades for new posts, considers changes to existing posts where there have been permanent, significant and material changes to duties and responsibilities and regrading applications submitted by employees.

3. REPORT

3.1 The Panel has recently considered a revised job description (attached as Appendix A) for the post of Equality and Diversity Officer arising from the requirement to advertise the vacancy. The previous grade assigned to this role was Grade 7, in the salary range £30,843 to £33,315.

3.2 Having fully considered the duties and responsibilities of the role as set out in the revised job description and person specification, the Panel have recommended that the post be regarded to a Grade 8, within the salary range £30,843 to £39,936.

3.3 This recommendation has taken into account the corporate, regional and national dimensions to this role, the impact of increasing legislation in the area of equalities and the requirements on the post-holder to establish and deliver the Equalities and Diversity Plan to ensure that the Authority meets its statutory commitments. It has also taken into account the particular skills required to successfully deliver the equalities agenda and the challenging context of the environment in which the post-holder needs to operate.

4. FINANCIAL IMPLICATIONS

Grade 7 and Grade 8 overlap and the previous post-holder was on a spinal point which was within the Grade 8 range of spinal points. The financial implications of this regrading will not be clear until a new post-holder is appointed and there may be no difference in cost in the short term. In the longer term however, there will be an increased cost as the post-holder progresses towards the top of Grade 8 and this will be built into future pay budgets as salary incremental progression in the usual way.

5. PERSONNEL IMPLICATIONS

In conjunction with the Grading Policy, all re-grading decisions require authorisation by the Fire and Rescue Authority. Following the implementation of the revised Governance arrangements, this responsibility is now allocated to the Human Resources Committee.

6. EQUALITY IMPACT ASSESSMENT

The national Job Evaluation Scheme adopted by the Fire & Rescue Authority has been impact assessed to ensure that there are no direct or indirect discriminatory factors within the operation of the Scheme.

7. RISK MANAGEMENT IMPLICATIONS

Failure to apply a fair and transparent job evaluation scheme could lead to applications under Equal Pay legislation. Additionally, a failure to properly recognise and remunerate individuals at an appropriate salary level could result in an increased level of turnover and a loss of continuity which could seriously jeopardise the delivery of its strategic objectives.

8. RECOMMENDATIONS

That Members authorise the proposed regarding of the role of Equality and Diversity Officer.

9 LIST OF BACKGROUND PAPERS OTHER THAN PUBLISHED WORKS (OTHER THAN THOSE DISCLOSING CONFIDENTIAL OR EXEMPT INFORMATION)

- The Nottinghamshire and City of Nottingham Fire and Rescue Authority Grading Policy.

Frank Swann
DEPUTY CHIEF FIRE OFFICER

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**NOTTINGHAMSHIRE FIRE & RESCUE SERVICE
JOB DESCRIPTION**

Job Title	EQUALITY AND DIVERSITY OFFICER
Grade:	
Post Reference:	
Conditions of service:	NJC for Local Government Services National Scheme of Conditions of Service
Responsible to:	Head of Human Resources

Overall Purpose of Role

Provide advice, interpretation and guidance on all existing and new equality and diversity issues, (including legislation) which may impact the service.

Proactively provide guidance and practical assistance to ensure that all in the Service are able to fulfil their obligations, both organisationally and as a service provider, in relation to equality and diversity and to ensure that compliance is monitored.

Main Duties

1. To support the Head of HR in achieving targets and other requirements in the HR strategy and HR plans in relation to equality and diversity
2. Responsible for developing implementing and monitoring strategies, policies and procedures to support the integration of equality and diversity across the Service influencing service delivery, human resource strategies and community engagement.
3. Ensure via appropriate communication and education that the principles of equality and diversity are known and understood by both managers and other staff
4. To develop appropriate corporate policy, for example the Equality & Diversity Plan, to ensure compliance with the statutory framework relating to equality and diversity issues.
5. To provide specialist advice and practical and hands on implementation support to Senior Management Team, Managers and the Ad-hoc Equalities Group in relation to equality and diversity issues
6. To act as principal contact and develop, co-ordinate and manage relationships with partner organisations and external bodies including government departments, representing the Service at regional and national events and meetings.

7. Research and keep up-to-date with policy developments that may affect the Service, including legislation, government guidance and best practice around equality and diversity. Consequently to interpret, advise and co-ordinate implementation action which may be required as a result of such research
8. To collect, analyse and benchmark relevant data covering all aspects of equality and diversity, for example Best Value Performance Indicators and general performance indicators
9. Take responsibility for leading and co-ordinating on all aspects of equality and diversity ie; age; faith and religion; gender; gender re-assignment; impairment and disability; race; sexuality.
10. To pro-actively provide advice and practical support, including review where appropriate, all existing and new policies, practices and procedures. To ensure up to date Equality Impact Assessments are in place and to ensure fairness in application and delivery.
11. Ensure by monitoring that up to date Equality Impact Assessments are in place and actions carried out.
12. To establish and maintain a monitoring process and subsequent management information over the relevant range of Service activity to assess the Service's success in meeting and actions required to meet DCLG targets and other statutory and non-statutory requirements.
13. Provide regular and ad-hoc reports, as required, both internally and externally.
14. To create and maintain an effective reference library, in relation to equality and diversity issues.
15. Undertake training needs analysis for existing staff, recommending suitable training interventions.
16. Where appropriate develop, formulate and deliver equalities training including content to match organisational needs including materials, aids and programme and modes of delivery.
17. To assist in and contribute to recruitment activity, as appropriate, with particular emphasis on attracting and recruiting applicants from under-represented groups.
18. To be responsible for ensuring the provision of training on equality issues and to be responsible for co-ordinating equality facilitators.
19. To promote equality and diversity by raising awareness of equality and diversity issues and involvement in relevant decision-making forums.
20. To work independently, and with others, in developing and maintaining good working relationships with a range of individuals and organisations, including employees, Councillors, service users, trade unions, community groups, by consulting them or providing appropriate information.

21. To lead or assist in investigations of alleged breaches of equality and diversity policies and practices and act as a specialist advisor to managers in dealing with specific equality, diversity, grievance and bullying and harassment issues.
22. Where appropriate, to act as first point of contact to facilitate, where possible speedy and informal resolution of grievance, bullying and harassment cases.
23. To be responsible for the Equalities and Diversity budget, or spending, including accessing and managing internal and external funding, where appropriate.

Specific health and safety responsibilities

24. In conjunction with the Service Health and Safety Adviser ensure the relationship between equality and diversity and occupational safety and health is considered and that Nottinghamshire Fire & Rescue Service discharges its duty of care in both respects.

General Responsibilities

1. You must take reasonable care for your own health and safety and that of other persons who may be affected by your work activities.

You must co-operate with Nottinghamshire's Fire and Rescue Service's attempts to comply with health and safety legislation. Where appropriate you must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.

You must work in the safe manner in which you have been trained and instructed and advise your line manager of any health and safety problems you become aware of.

You should familiarise yourself with the contents of the Service's Written Safety Policy.

2. To keep up to date with current practice, undertake training and Continuous Professional Development as required.
3. To take proper care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Service or provided or issued by a third party for individual or collective use in the performance of the postholder's duties.
4. To uphold the Nottinghamshire Fire and Rescue Service's Fairness at Work and Equal Opportunities policies and practices.
5. To promote and deliver fair and quality services that are sensitive and responsive to customers.
6. Where appropriate you will work with computer and new technologies and associated systems as required.
7. Compliance with computer security measures to protect against unauthorised access to, alteration or disclosure.

8. Any other duties which may reasonably be regarded as within the nature of the duties, responsibilities and grade of the post as defined, subject to the proviso that normally any significant changes of a permanent nature should be incorporated into the job description in specific terms.

NOTTINGHAMSHIRE FIRE AND RESCUE SERVICE
PERSON SPECIFICATION
Equality & Diversity Officer
Grade

	ESSENTIAL	DESIRABLE
Experience	Demonstrable experience and knowledge of equalities and diversity issues and diverse communities	Experience of working at a senior level alongside internal and external, including Trades Unions partners to deliver improved outcomes for employees and service users
	Experience in an equalities role in a comparable organisation, in terms of size and complexity	Experience in an equalities role in a comparable Public Sector organisation, in terms of size and complexity
	Track record in personally developing and implementing policies	
	Involvement in the investigation of alleged breaches of equality and diversity policies and also in relation to grievance and bullying and harassment case	
	Able to demonstrate hands on experience of dealing effectively with complex individual and collective issues, providing advice on policies.	Experience in representing the organisation at external forums
	Experience of undertaking Equalities Impact Assessments	
		Professional experience in a Personnel or HR role
	Experience of training design and delivery	Demonstrable experience of effective co-ordination of training programmes
Skills and Attributes	Ability to interpret legislation, best practice and regulatory guidance and consequently formulate appropriate relevant implementation action points	The ability to influence and negotiate with a range of stakeholders including senior managers

	ESSENTIAL	DESIRABLE
Skills and Attributes (cont)	Ability to positively promote equalities issues through excellent interpersonal, presentational and communication skills	
	Ability to establish, develop and maintain relationships at all levels of the organisation	Tenacious and committed attitude
	Ability to network effectively and establish links in the community	
	Ability to analyse information and recommend appropriate action	
	Ability to prioritise to ensure that targets are met	Project management skills
	Ability to work on own initiative under general guidance	
	Ability to understand how the role, activities and actions fits in with the greater organisational picture	
	Display initiative in taking forward an equalities agenda	
		Ability to analyse, interpret and manipulate monitoring data and statistics.
Knowledge	Sound knowledge of applicable equalities/employment law legislation	Understanding of health and safety legislation.
	An understanding of the issues facing the Fire & Rescue Service	An in depth knowledge of the issues facing the Fire & Rescue Service
	An understanding of Equality Standards for Local Government and Best Value Performance Indicators	A knowledge of relevant best practice over a range of equality issues

	ESSENTIAL	DESIRABLE
Qualifications	Relevant degree level qualification or equivalent	Relevant Equality and Diversity certificated courses
		CPP, or Grad CIPD
Other	Current driving license*	

* Reasonable adjustments considered for disabled applicants