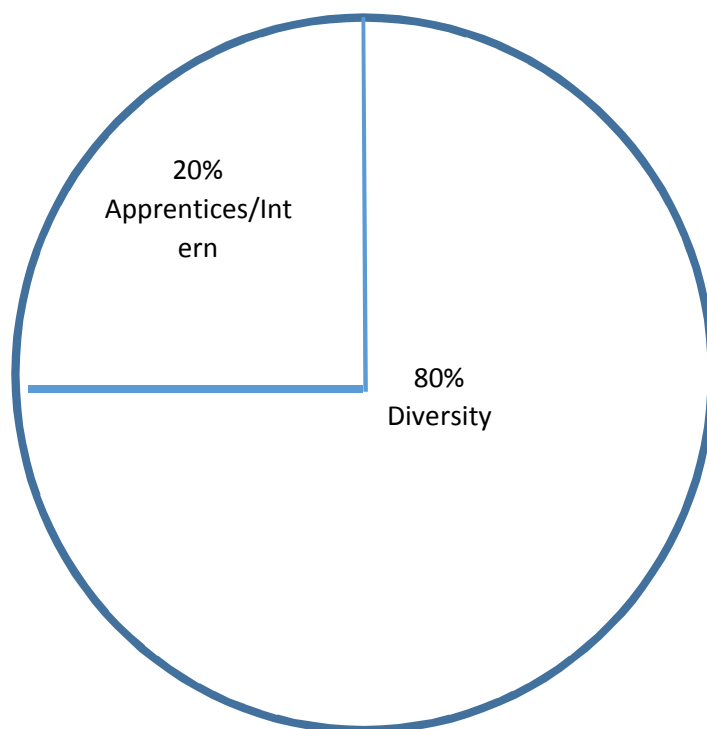


HR Advisor (Diversity) – Job review

Purpose

HRD and HRMs are invited to discuss future of HR Advisor (Diversity) role.

In 2010/11 Responsibilities of the HR Diversity Officer were (percentages are estimates):



Responsibilities included:

Diversity

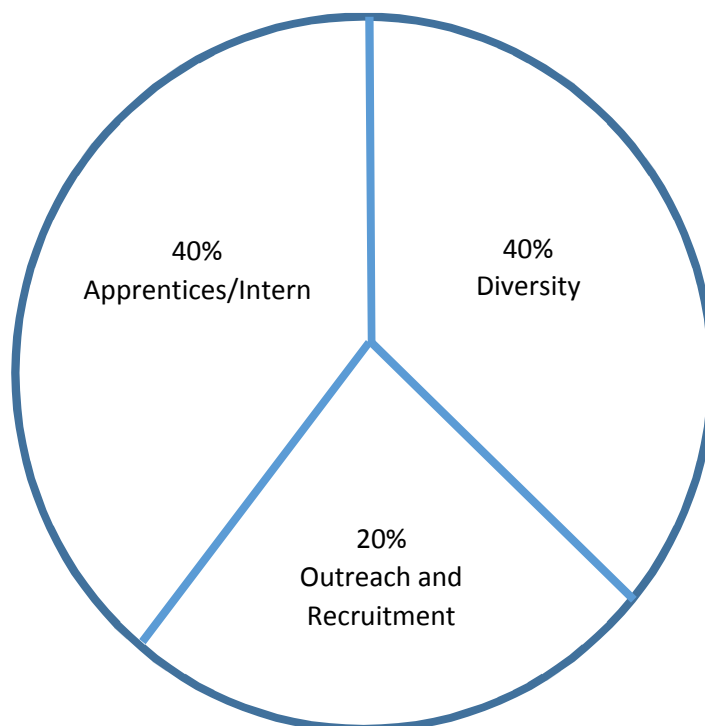
- Forge pro-active partnerships with organisations, community leaders, government departments who can directly assist HRP to increase the diversity of our workforce (through funding, providing BAME staff etc.)
- Manage and develop HRP's Employment Ambassador Network
- Generally promote HRP as an employer of choice to local BAME communities (Universities, colleges, job fair, community events etc.)
- Develop programmes/support packages for potential applicants from BAME communities to prepare and support them to be able to make successful application for jobs at HRP.

- Support the HR Managers to ensure that our recruitment processes and practices assist us (or do not prevent us) from successfully recruiting a diverse workforce.
- Review and advise on the implications of current and forthcoming (The Equality Act) equality/discrimination legislation.
- Seek opportunities to represent HRP in external diversity groups, committees, networks.
- Support the Learning and Development Manager to raise staff awareness/competence in diversity matters.
- Ensure that HRP's Single Equality Scheme and action plan is regularly reviewed and updated.
- Provide appropriate statistics to measure our progress in developing a more diverse workforce.

Apprentices/Interns

- Establish, develop and manage positive action programmes that provide pathways for ethnic minorities into permanent jobs at HRP (including managing our frontliners apprenticeship programme)
- Manage a cohort of 4x Visitor Service Apprentices

In 2017/18 the responsibilities of the HR Advisor (Diversity) (percentages are estimates):



Responsibilities include:

Apprentices/interns

- Recruiting Visitor Service Apprentices currently cohort of 8
- Enrolling all apprentices across HRP (currently 15) with colleges.
- Signing up individual apprentices onto the 'Apprenticeship Service' system and recoup levy
- Liaising with training providers and assessor to ensure apprenticeship training is on track.
- Advising managers on how to recruit and manage apprentice/interns
- Managing assessment centres and recruitment campaign for all apprentices and interns
- Advertising apprentices and interns via our diversity contacts including universities, colleges, Employment Ambassadors
- Attending job and college fairs to promote apprenticeships and internships
- Mentoring apprentices and interns which includes having regular 1-2-1 meetings
- Advising managers on how to maximise benefits of apprenticeship levy and suggest suitable Standards
- Checking AppsInterns inbox to deal with queries
- Organising induction/onboarding process for Visitor Service Apprentices
- Providing employability support to apprentices and interns in securing permanent employment after their apprenticeship/internship
- Supporting 'Emerge Professional' Network
- Keeping abreast of latest development in Apprenticeships (Levy, Standards etc.) plus attending any external relevant seminars/workshops
- Hosting National Apprenticeship Week by coordinating with all apprentices, line managers, training providers and CEO office.
- Visiting V&A on annual basis to deliver Equality & Diversity training to all apprentices and trainees
- Liaising with training providers and procure relevant training for apprentices

Diversity

- Supporting directorates in achieving their departmental Diversity Action Plans
- Attending HoD Diversity Action Plans meetings twice per annum
- Ensuring that the Diversity sections on the HRP internet and People Hub are relevant, regularly reviewing the content to ensure it is up to date, fit for purpose and inclusive
- Reporting and collating recruitment data via WCN for HRD, HRM and senior executives
- Reporting and collating BAME staff profile via Boxi for HRD, HRM and senior executives
- Reporting and collating data for Equality Commission of Northern Ireland to submit on annual basis
- Supporting HR team in providing diversity data for the Annual People Report
- Carrying out Article 55 Periodical reviews for Equality Commission of Northern Ireland
- Providing 1-2-1 and team leader training/coaching/induction about diversity at HRP and Unconscious Bias seminar

- Regular contributing to ENEI Network at Heritage Roundtable and keeping abreast of latest development in Equality Act and Employment Law legislation

Outreach and Recruitment

- Forging pro-active partnerships with organisations, community leaders, government departments who can directly assist HRP to increase the diversity of our workforce
- Managing and developing HRP's Employment Ambassador Network and continue to build productive partnerships and forge strong links in order to secure support and buy in for the provision of advice and recruitment assistance.
- Generally promoting HRP as an employer of choice to local BAME communities (Universities, colleges, job fair, community events etc.)
- Managing diversity budget, in making sure allocated resources are spent in the most efficient and effective way
- Managing the Work Placement Programme to identify high potential BAME candidates and placing them in respective teams
- Utilising benefits of social media in sourcing high potential BAME candidates (e.g. using LinkedIn)
- Visiting BAME communities (Employment Ambassadors) to deliver workshops about HRP
- Organise and deliver seasonal recruitment open days at HCP and TOL
- Creating and managing a pipeline of potential BAME applicants

Considerations

Based on above, it is evident that the role has evolved significantly over the last seven years. Due to expansion of the apprenticeship/internship programme and increasing outreach/recruitment activities has resulted in a shift of role and responsibilities.

There is a tension in maintaining an adequate balance between managing workload in Diversity, Apprentices/Interns and Outreach/Recruitment.

HRD and HRMs are invited to discuss:

- Roles and responsibilities of the HR Advisor (Diversity) in accordance with HRP's overall business/HR strategic priorities
- What recruitment looks like for the role?

Nasir Gilani

September 2017