

Role Profile

Details

Position:	Head of Equality Diversity & Inclusion
Whole-time equivalent:	Full-time (37 Hours per week)
Grade:	Higher Executive Officer (HEO)
Reporting to:	Strategic Development Director

EHRD Vision and Purpose

In 2019 the Arts Council launched its [Equality, Human Rights & Diversity \(EHRD\) policy](#) with a clear determination to ensure it remained a live and action-oriented policy. In its implementation the Arts Council has committed to undertaking a series of progressive actions, many of them focused internally, to proactively promote equality of opportunity, access and outcomes for all those living in Ireland regardless of their gender, sexual orientation, civil or family status, religion, age, disability, race, membership of the Traveller Community or socio-economic status.

One key action is the creation of a dedicated, permanent Equality Diversity & Inclusion position at manager level within the Arts Council to ensure the policy is driven forward and further developed as a top corporate priority. We want to recruit someone with deep knowledge and understanding of equality issues and significant leadership skills, to lead out on the delivery of this corporate policy. We believe in promoting and enhancing inclusion, diversity and equality and welcome and encourage applications from all areas of the community, who meet the criteria for the role, regardless of age, gender, disability, race, religion or sexual orientation.

Role Overview

The Head of EDI will provide proactive leadership, expertise and direction for Equality, Diversity and Inclusion (EDI) activity across the Arts Council, ensuring progress is made towards our goals and that our EHRD policy is implemented in a way that is transformative and leads significant change across the arts sector in Ireland.

Key Responsibilities

As Head of EDI:

- Lead the implementation and further development of the Arts Council EHRD Policy across the organisation
- Work in consultation with the EHRD Working Group, the Senior Team and the Arts Council Director in planning, prioritising, delivering and reporting on the corporate work programme for EHRD

- Liaise within the Arts Council to ensure that the EHRD Action Plan and its implementation is effectively integrated within the organisation's systems, policies and procedures
- Liaise externally and consult widely with a range of groups and bodies to ensure a continued dialogue between the Arts Council and its relevant stakeholders in bringing this policy implementation to fruition
- Develop robust partnerships with external civil society actors to create meaningful work opportunities in the arts for people from diverse backgrounds, specifically pertaining to the following characteristics – disability, ethnicity, gender, socio-economic background.
- Work with the arts sector to proactively promote EHRD values and principles in all aspects of their work, including the development and roll out of a new sectoral Equality, Diversity & Inclusion training model
- Develop and deliver an embedded and continuous programme of training and awareness raising in all aspects of Equality, Diversity & Inclusion for the staff and board of the Arts Council
- Embed evidence based policy-making and data-driven decision-making practices into all aspects of the policy delivery
- Represent the Arts Council and the Government of Ireland at various national and international forums which platform best practice in Equality, Diversity & Inclusion
- Communicate and disseminate the policy objectives and outcomes widely and transparently
- Monitor, review and report on the policy effectiveness at different intervals and make recommendations on any modifications that may be required

As a manager:

- Drive the values, vision and mission of the Arts Council;
- Actively contribute to the delivery of the Arts Council's strategic goals and the ten year strategy Making Great Art Work;
- Strive to develop and implement ways of working effectively to meet objectives;
- Be flexible and willing to adapt, positively contributing to the implementation of change;
- Take responsibility and be accountable for the delivery of agreed objectives;
- Lead project teams by example, coaching and supporting individuals as required;
- Successfully manage a range of different projects and work activities at the same time;
- Delegate work effectively, providing clear information and evidence as to what is required;
- Practice and promote a strong focus on delivering high performance and service delivery;
- Contribute to strategic decision-making where required;
- Create and maintain collaborative internal and external relationships;
- Make clear and timely decisions on important issues as required.

Required competencies and skills

Essential requirements are as follows:

- Detailed knowledge and significant experience of working with equality, human rights and diversity issues
- Comprehensive understanding of the Irish arts sector and the wider public policy environment
- Practical knowledge and experience of project/programme management planning and management techniques
- Experience of developing policy and implementing organisation-wide change projects
- Ability to analyse and synthesise information from multiple sources and apply this in an institutional context
- Excellent spoken and written communication skills and the ability to present complex concepts and policy in a clear, user-friendly and accessible style and format
- Excellent interpersonal skills with high levels of collaboration and the ability to work in partnership with other areas and stakeholders
- Ability to apply sound judgement to problems, including those where precedent may not apply
- An inclusive, responsive and innovative approach to work, and the capacity to undertake challenging projects
- An ability to work under pressure and the determination to drive tasks through to practical completion

Desirable

- The ability to converse in the Irish language, both verbally and in writing.

Qualifications

The successful candidate will hold a degree and/or significant professional experience in the area of equality and human rights. A developmental background within the arts and/ or public policy is desirable.

Required Competencies for the Role

In addition to the aforementioned duties and requirements, the successful candidate must be able to demonstrate that they possess the requisite competencies required for this middle management position. The required competencies for the role of Higher Executive Officer (H.E.O.) are outlined below.



Source: Public Appointments Service

Higher Executive Officer Level Competencies

Effective Performance Indicators

Team Leadership	Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and performance issues if they arise
	Provides clear information and advice as to what is required of the team
	Strives to develop and implement new ways of working effectively to meet objectives
	Leads the team by example, coaching and supporting individuals as required
	Places high importance on staff development, training and maximising skills & capacity of team.
	Is flexible and willing to adapt, positively contributing to the implementation of change
Analysis & Decision Making	Gathers and analyses information from relevant sources, whether financial, numerical or otherwise weighing up a range of critical factors
	Takes account of any broader issues and related implications when making decisions
	Uses previous knowledge and experience in order to guide decisions
	Makes sound decisions with a well reasoned rationale and stands by these
	Puts forward solutions to address problems
Management & Delivery of Results	Takes responsibility and is accountable for the delivery of agreed objectives
	Successfully manages a range of different projects and work activities at the same time
	Structures and organises their own and others work effectively
	Is logical and pragmatic in approach, delivering the best possible results with the resources available
	Delegates work effectively, providing clear information and evidence as to what is required
	Proactively identifies areas for improvement and develops practical suggestions for their implementation
	Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively.
	Applies appropriate systems/ processes to enable quality checking of all activities and outputs
	Practices and promotes a strong focus on delivering high quality customer service, for internal and external customers
Interpersonal & Communication Skills	Builds and maintains contact with colleagues and other stakeholders to assist in performing role
	Acts as an effective link between staff and senior management
	Encourages open and constructive discussions around work issues
	Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
	Treats others with diplomacy, tact, courtesy and respect , even in challenging circumstances
	Presents information clearly, concisely and confidently when speaking and in writing
Specialist Knowledge, Expertise and Self Development	Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the unit and Department/ Organisation and effectively communicates this to others
	Has high levels of expertise and broad Public Sector knowledge relevant to his/her area of work
	Focuses on self development, striving to improve performance
Drive & Commitment to Public Service Values	Strives to perform at a high level, investing significant energy to achieve agreed objectives
	Demonstrates resilience in the face of challenging circumstances and high demands
	Is personally trustworthy and can be relied upon
	Ensures that customers are at the heart of all services provided
	Upholds high standards of honesty, ethics and integrity