

<b>JOB TITLE:</b>	EQUALITY DIVERSITY INCLUSION PROJECT OFFICER
<b>JOB HOLDER:</b>	N/A
<b>DATE UPDATED:</b>	6 DECEMBER 2022
<b>REVISION (HR Office Use):</b>	

---

## 1 MAIN PURPOSE OF THE JOB

The role of EDI Practitioner will support the work of the Head of EDI to develop the CIOB's work on equality, diversity and inclusion matters on a global scale, championing best practice, driving positive cultural change and aiming to make the CIOB and the wider built environment sector more inclusive.

Working across the business to set and implement our ambition in this area, the EDI Practitioner will help to ensure that equality, diversity and inclusion are an integral part of everything we do.

---

## 2 POSITION IN ORGANISATION

This role will report to the Head of EDI Transformation with an organisation wide remit on equality, diversity and inclusion matters.

The role will be active both internally and externally, advising and working closely with all levels of the organisation as well as our Trustees, Members, affinity networks, relevant sector bodies and partners, and other key stakeholders.

---

## 3 DIMENSION & LIMITS OF AUTHORITY

The role will not have budgetary responsibility.

---

## 4 SKILLS & EXPERIENCE

- Demonstrable passion for and experience of implementing and promoting diversity and inclusion initiatives with proven success in driving change
- A good understanding and experience of the potential challenges and barriers to equality, diversity and inclusion, and ideas about how to overcome these
- Authentic, enthusiastic and collaborative with good communication, influencing and networking skills and the ability to build good relationships with broad audiences and a diverse range of stakeholders
- Experience of leading discussions in EDI related meetings
- Experience of participating in the delivery of training to diverse audiences
- Well organised with an ability to manage, analyse and interpret data and use this to inform recommendations and drive robust decisions and outcomes
- Experience of working within the built environment sector in some capacity
- Willingness to travel to meetings away from CIOB Offices on an irregular basis
- Experience of working within a membership organisation would be desirable

## 5 DUTIES &amp; KEY RESPONSIBILITIES

<b>Specialist advice, guidance and support</b> <ul style="list-style-type: none"> <li>- Assist the Head of EDI, to build consensus with stakeholders across the built environment sector and beyond, identifying and capitalising on opportunities to collaborate and promote the ED&amp;I agenda</li> <li>- Collaborate with employers across the industry to champion the attraction and retention of diverse talent and creation of inclusive workplace cultures</li> <li>- Work with the education team and external partners and stakeholders to identify opportunities and drive initiatives to promote the built environment sector to a diverse student audience</li> <li>- Assist the Head of EDI in developing educational materials for the promotion of EDI in the sector internationally with other CIOB teams (e.g. the Academy)</li> <li>- Collaborate with the HR team to embed an internal ED&amp;I culture that supports the attraction, engagement and retention of a diverse and inclusive workforce</li> <li>- Work with HR colleagues to develop EDI training materials for staff and review employee facing policies &amp; procedures (e.g. the recruitment procedure)</li> <li>- Liaise with the Education Dept to develop and deliver training for CIOB assessors</li> <li>- Liaising with the Policy &amp; External Affairs Team to ensure consistency on the EDI agenda</li> <li>- Provide support as directed to the Head of EDI to meet the CIOB Corporate Plan objectives with reference to EDI and closing the skills gap</li> </ul>	
<b>Data research &amp; intelligence</b> <ul style="list-style-type: none"> <li>- Support the Head of EDI in building and maintaining a strong evidence and insight-based approach to ED&amp;I data and metrics</li> <li>- Contribute to the reporting of ED&amp;I statistics both internally and externally (e.g. staff &amp; member demographics).</li> <li>- Assisting the Head of EDI in producing reports for the formal committees (e.g. EAAB &amp; Board of Trustees) and Leadership Team</li> <li>- Contributing to the development of resources (e.g. MOOC &amp; EDI Technical Information Sheets for the Academy)</li> </ul>	
<b>Communication &amp; engagement</b> <ul style="list-style-type: none"> <li>- Liaising with CIOB EDI Ambassadors as directed by the Head of EDI</li> <li>- Work collaboratively with the Marketing, Communications and Policy teams to produce content and materials promoting D&amp;I across the sector (e.g. for the main CIOB website EDI landing page &amp; CIOB People).</li> <li>- Work as directed by the Head of EDI to develop the on-line and intranet content for EDI</li> </ul>	

## PART 2: DUTIES & KEY RESPONSIBILITIES

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>- Facilitate internal and external affinity networks (including the EDI (member) Advisory Panel, Hub &amp; Regional Cttees), supporting forums and discussions that drive change across the built environment.</li><li>- Support the Head of EDI as directed to facilitate events such the CIOB EDI Conference and the EDI awards as part of wider CIOB awards.</li><li>- Provide support to the Head of EDI in the joint working initiatives with other BE sector member institutions and help facilitate meetings</li><li>- Help to promote the CIOB D&amp;I Charter by attending events and distributing materials and managing the database of signatories</li><li>- Assist the Head of EDI in developing educational materials for the promotion of EDI in the sector internationally</li><li>- Supporting the Head of EDI and contributing to external facing meetings such as the CIOB Employers D&amp;I Forum</li><li>- Assisting the Head of EDI by maintaining a record of external contacts</li></ul> |  |
|--|--|

This is not an exhaustive list of responsibilities involved in the role. The post holder will be expected to undertake other duties and contribute to other project activity both as required and where they see opportunities arising. The job description will be reviewed regularly, and we reserve the right to change the scope of the role in line with the operational requirements

**BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.**