



1. Job Title	EDI Project Officer (Temp 12-18 months)	2. Job Description Date	10 Jan 22
3. Department/Team	Human Resources	4. Grade of Job	N/A
5. Job Family	TBC [HR to complete]	6. Notice Period	4 weeks
7. Context			
<p>The RHC is a historic institution providing sheltered accommodation (Long Wards) and full nursing care where necessary (the Margaret Thatcher Infirmary) for some 300 retired soldiers, known as In-Pensioners. It ensures Army veterans are provided with the support and comradeship they need in recognition of their service to the Nation and safeguards their historic home for the veterans of tomorrow.</p> <p>All roles within the Royal Hospital Chelsea (RHC) have an integral part to play in contributing to the achievement of the Hospital's Strategy and Vision.</p>			
8. Role Purpose:			
<p>To commence and start to implement our action plan and response to our EDI assurance review. Reporting to the HR Director and working closely with the EDI consultant to also help develop and deliver our overarching EDI strategy.</p>			
9. Principal Accountabilities: 8-10 outcomes			
<ul style="list-style-type: none"> • Key responsibility to lead on the delivery of the EDI Assurance Review Action Plan • Contribute to the development and delivery of our EDI strategy • Work in partnership with internal and external stakeholders to deliver the action plan • Work closely with other teams as we implement our commitments on EDI, with a focus on building their knowledge, skills and confidence on these topics • Lead on specific EDI operational projects and pieces of work • Monitor and report on progress in delivering the EDI action plan, proactively identifying and addressing potential problems as they arise • Organise and possibly deliver training and workshops on EDI topics • Work with other teams to respond to members' queries and complaints 			
10. Leadership expectations			
<p>The role holder is expected to: Be able to assist as part of the HR Department Team in the smooth operation of the RHC's EDI.</p>			



The role holder is expected to lead by example in demonstrating the Royal Hospital Values:

Nurture Belonging – unite through comradeship **Respect Individuals** – listen and act
Encourage Pride – commit to high standards **Enjoy Life** – make people smile

11. Skills Knowledge and Experience

Essential Skills

- Experience of collaborating across teams
- Experience of influencing senior decision makers and decision-making bodies – this will include report writing, consultation and the ability to pre-empt questions
- Strong interpersonal skills, able to negotiate, influence and work collaboratively with people from diverse backgrounds
- Strong organisational and project management skills with the ability to manage and deliver a diverse workload, whilst ensuring effective prioritisation and balancing of the needs of a range of stakeholders
- Ability to support the co-creation of solutions with a wide range of stakeholders (including remotely/digitally) and to develop and sustain productive stakeholder relationships internally and externally
- An understanding of race concepts such as structural racism, intersectionality and white privilege, and the ability to support others to understand them.
- Excellent knowledge of the Equality Act
- Excellent written and verbal communication skills

Desirable Skills

- Experience of supporting the design and delivery of processes and resources, ensuring they are fit for purpose and meet the needs of specified users

Knowledge and Experience:

Experience of working in a field related to equity, diversity and inclusion.

Competences:

An excellent communicator with project management experience and good collaboration and teamwork skills.

Qualifications:

Ideally qualified in EDI to level 3 or suitable experience

12. Agreement: I have reviewed this Job Description and confirm it accurately reflects the role.

Line Manager.....

Date

Employee.....

Date

Note: All RHC employees are expected to be flexible in undertaking the duties and responsibilities for their role and may be asked to perform other duties, which reasonably correspond to the general character of their role and their level of responsibility.