

Job Description

Job descriptions should be no more than four pages when complete. In line with the Welsh Language Act, you need to consider if Welsh is required for the role and complete as necessary.

Where you are amending an existing job description you must make the changes using Track Changes.

Once you have decided what role you require within your team / department structure, you need to articulate this into a job description. This needs to be a specific description of the role, including the responsibilities that the jobholder will carry out as well as what qualifications and skills they will require to fulfil the role. Please note job description should not be based on an individual but on the role the business requires.

Job descriptions must be accurate and created before the recruitment process.

A Post Details	
Job Title: Inclusion & Diversity Business Partner	Grade: B004
Department: People & Culture	Division: A Div
Reports to: Head of People Policy & Reward	Contract Type: Permanent
Level of Vetting: Management Vetting	Numbers in Post: 2
Welsh language required No	
B Purpose of the Post	
<p>The purpose of the post is to contribute to the design and implementation the I&D strategy by providing subject matter expertise to the business on the full range of Inclusion & Diversity requirements including: Public Sector Equality Duty (Equality Act 2010) and other relevant legislation.</p> <p>The role will drive positive cultural change by ensuring that our policing activity reflects our inclusion and diversity commitments</p>	
C Dimensions of the Post	
<p>Financial – Direct or Non-Direct Direct: Management of Staff Networks budget of £25k Indirectly impacted upon: Influence the Inclusion & Diversity Budgets for training delivery and workplace adjustments, needs assessments and access to work.</p> <p>Staff Responsibilities –Direct or Non-Direct Indirectly: Governance of employees acting as Representatives of internal Staff Networks</p> <p>Any Other Statistical Data Responsible for commissioning data and research related to the Inclusion & Diversity Strategy KPIs and monitoring any data in relation to portfolio projects.</p>	

D Principal Accountabilities

Manage the design and implementation of BTP's Inclusion & Diversity Strategy and associated Action Plans.

Commission, analyse and present force wide data, making recommendations to the Chief Officer Group and BTPA, identifying areas of risk and improvement.

Lead and manage the delivery of statutory reporting in relation to the Public Sector Equality duty.

Act as a subject matter on matters relating to our Public Sector Equality Duty and other relevant legislation or legal rulings or in response to community impact, operational policing activities including critical or major incidents.

Undertaking horizon scanning to ensure our action plans reflect the appropriate risk appetite whilst achieving strategy aims.

Lead on embedding inclusion and equity into everyday practice by partnering with the business to adopt initiatives and practices which improve representation.

Advise the business on operational I&D activity including Community Engagement & Reassurance activities to build trust and confidence with minoritised groups and promote BTP as an employer of choice.

Lead the continuous improvement of the BTP's approach to I&D, ensuring that the organisation meets the requirements for relevant accreditations e.g. disability confident.

Developing a community of I&D champions to embed continuous learning across the business.

Be the SME to I&D communications to ensure that the approach is sensitive to people and community impact.

Provide SME support to the Police Race Action Plan and other relevant organisational and national initiatives.

Lead the BTP contribution to research in the I&D field.

Quality assures the organisations approach to equality impact assessments, ensuring that BTP policies and procedures are compliant with Public Sector Equality Duties and meet all other relevant legislative requirements.

Lead and manage BTP staff networks embedding the operating principles, governance frameworks ensuring networks are working to support the organisations strategic aims.

Identify, source, develop and maintain relationships with key external agencies, networks and stakeholders such as National policing staff networks, Rail Unites for Inclusion (RUI).

Ensure that BTP has a seat at external stakeholder I&D boards ie: NPCC DEI Committee and College of Policing.

Actively seek proven examples of best practice both internally and from external bodies and analyse benefits to further the Force's Inclusion & Diversity Strategy and define and present recommendations to support the defined objectives.

E Decision Making

Make decisions.

- Responsible for developing Action Plans to meet the force's Inclusion & Diversity Strategy.
- Responsible for developing and designing internal and external communications and content.
- Responsible for making operational decisions in response to existing Inclusion & Diversity Strategies and associated Action Plan(s).
- Making tactical and practical recommendations to employees to ensure that BTP delivers against the agreed Inclusion & Diversity Strategy.

Significant say in decisions.

- Development of relevant strategies and initiatives within BTP.

F Contact with Others
<p>Internal</p> <ul style="list-style-type: none"> • Members of the P&C Senior Management Team. • Chief Officer Group / Force Executive Board • Media & Marketing (on internal and external comms) • HR Service Delivery Teams • Representative groups. These will include (but not be limited to) the Federation, TSSA and the force's Employee Support Associations and Staff Networks • All other employees at all levels. <p>External</p> <ul style="list-style-type: none"> • BTPA • Contact with NPCC DEI Coordination committee. • College of policing • Inclusion & Diversity leads across policing. • National Staff Networks • Suppliers and consultants • Contact with national lead bodies on equality, diversity, inclusion, and human rights issues (e.g. IOPC, EHRC et al.).
G Essential Criteria
Experience of working in the D&I space, with notable achievements of success
Qualifications and Training:
<ul style="list-style-type: none"> • Recognised professional qualification e.g. CIPD membership (Level 5) or Post Graduate Degree • Evidence of formal training in Equality, Diversity & Inclusion / demonstrable practical experience gained within a Diversity & Inclusion portfolio. • Thorough knowledge of equality and diversity, sources of potential/actual discrimination in employment. • Working knowledge of equality, diversity and human rights legislation, case studies, and best practice.
<p>Experience:</p> <p>Excellent interpersonal and communication skills in Welsh No</p>

- Experience of managing and implementing approaches to Inclusion & Diversity and translating a theoretical / academic approach into an operationally focused organisation.
- Experience in delivering Inclusion & Diversity interventions / plans / recommendations to Senior Leaders
- Experience in a Diversity & Inclusion role delivering across a broad portfolio.
- Experience of a broad range of Equal Opportunities, Equality, Diversity & Inclusion issues.
- Experience of applying project or programme management principles

Skills:

Excellent interpersonal and communication skills in Welsh **No**

- Ability to manage upwards, laterally, and downwards.
 - Ability to translate complex concepts to practical interventions which can be understood by Senior and Junior officers and Police staff.
 - Strong analytical skills and judgement to assess the gap between the desired and current state in respect of Inclusion & Diversity initiatives and objectives.
 - Ability to design, cost and plan interventions that will bring about desired changes.
 - Excellent communicator with the ability to persuade and influence decision makers / senior stakeholders in a partnership approach.
 - Ability to find innovative and creative approaches to bring alive the BTP aspirations in Equality, Diversity & Inclusion
- Ability to create and deliver high standard proposals, papers, and presentations for submission to Senior Leaders.

Knowledge:

- Knowledge of Equal Opportunities, Equality, Diversity, Inclusion and Human Rights issues and legislation.
- Awareness of trends and academic or theoretical models of Equality, Diversity & Inclusion concepts, or practice.
- Understanding of the current cultural issues and public scrutiny of policing.

Desirable criteria:

H Additional Information

As a national Force, there is a requirement to travel to locations across England, Scotland and Wales and some overnight stays may be required.

For Panel to complete only:

Policy and Reward Approval: D Walker

Date: 2.12.2025

Email the Job Evaluation submission form together with supporting documentation (organisational charts, job descriptions) to [People & Culture Policy & Reward inbox](#).

You will be advised of a panel date following receipt of the submission.