

Job Description

DIRECTORATE:	Chief Executive
DEPARTMENT:	Partnership Services / Communications, Marketing & Engagement
POST:	Equalities and Welsh Language Officer
GRADE OF POST:	GR08
RESPONSIBLE TO:	Consultation, Engagement and Equalities Manager

JOB PURPOSE:

To support the Consultation, Engagement and Equalities Manager to ensure the council meets its Statutory Equality Duty and compliance with the Welsh language commitments as set out within the Welsh Language (Wales) Measure 2011 and Welsh Language Standards.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Support the development and implementation of corporate projects, policies and initiatives relating to equalities and the Welsh language.
- Carry out appropriate research on equalities issues based on the local and national agenda.
- Carry out appropriate research to support the development of key strategic documents such as the Strategic Equality Plan and Welsh Language five year strategy taking into account relevant legislation and best practice.
- Provide advice and guidance to council staff, partners, schools and elected members on all aspects of equalities and the Welsh language to inform decision-making and service improvement.
- Establish effective partnerships with third sector equalities organisations to support the development of the council's equality and Welsh language work.
- Provide the secretariat to Bridgend Community Cohesion and Equality Forum.
- Identify, raise awareness and champion a calendar of events for external and internal promotion for Welsh Language and equalities.
- Plan and organise events and meetings as required, as well as representing the authority on interest groups and at events relevant to the equalities and Welsh language agendas.
- Collate and analyse data in order to develop internal and external reports to inform the equalities and Welsh language agendas. This includes the development and maintenance of relevant databases i.e. data cleansing and creating dashboards.
- Lead on specific areas of the Strategic Equality Plan, as identified by the Consultation, Engagement and Equalities Manager.

- Raise the profile of/promote compliance with the council's Welsh language scheme, strategic equality plan and other relevant policies.
- Develop and support the maintenance of pages/sections of the council's intranet and internet relating to equalities and Welsh language, (ensuring content is relevant, up to date and accessible), and support strategies and content relating to these areas
- Develop and deliver training and briefing sessions on new legislation as required.
- To assist with evaluation of the effectiveness of equalities and Welsh language activities to improve future service delivery.
- Brief the Support Officers within the Communications, Marketing & Engagement team in relation to tasks that support delivery of the council's equality agenda and Welsh language commitments.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

Consultation and Engagement Officer

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> Recognised qualification in a relevant discipline such as equality and diversity or human rights and/or membership of a relevant professional body and/or relevant degree or Higher Education qualification and/or the ability to demonstrate competence through experience. 	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	<ul style="list-style-type: none"> Knowledge or experience of working within the equality/diversity agenda. Knowledge and experience of the Welsh Language Standards and meeting legislation. Some project management experience. Understanding of working within and promoting relevant guidelines, policy or best practice. Knowledge and/or experience of local government. Some experience of generating web content. Some experience of database management. 	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.

<p>Knowledge and experience (ctd.)</p>	<ul style="list-style-type: none"> • Experience of working with a wide range of internal and external contacts/networks, providing advice and assistance as required • Experience of organising and arranging events and meetings, and representing an organisation at external forums. 	<p>Yes</p> <p>Yes</p>	<p>Interview, application form, and selection process</p>
<p>Skills & Personal Qualities</p>	<ul style="list-style-type: none"> • Ability to carry out effective research activities. • Ability to provide professional advice and information to inform decision-making. • Ability to demonstrate different ways of measuring the effectiveness of activities. • Organised and methodical. • Strong IT skills. • Ability to communicate clearly and effectively. • Articulate with a high level of integrity. • Commitment to delivering high standards of work. • Ability to work flexibly to prioritise and meet deadlines. • Able to work on own initiative and within a team environment. • Good interpersonal skills and ability to develop strong working relationships with internal and external stakeholders. • Ability to work under pressure, displaying a 'can do' attitude. • Ability to collect, analyse and interpret data, as well as problem solve. • Ability to converse with customers and respond to correspondence with confidence and ease through the medium of Welsh. 	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p>	