

## Job Summary

### Positive Action Advisor



South Yorkshire  
**POLICE**

**Service:** Strategic Resourcing  
**Reporting to:** Talent Acquisition Business Partner

**Grade:** Band C  
**Location:** Nunnery Square

**Salary:** £  
**Hours:** 37

### Your contribution

You will provide tactical leadership, support, advocacy and vision to the force to forward plan positive action, ensuring as a force we are representative of the community we serve.

Coordinate, develop and support the implementation of the Positive Action Strategy, promoting and encouraging recruitment, retention and progression of under-represented groups within South Yorkshire Police.

Acting as an internal consultant/ trusted advisor, the role will support the delivery of the positive action initiative for the force, providing analysis, reporting and insight to encourage underrepresented groups to join South Yorkshire Police.

### You will

- To coordinate and support the delivery of the Positive Action delivery plan, introducing measures to eliminate or reduce discrimination or its 'effects' and encouraging people from particular, demonstrably under-represented, groups to work for South Yorkshire Police.
- Identify and implement recruitment ideas/solutions that will increase greater workforce representation within South Yorkshire Police.
- Monitor and analyse information in relation to underrepresented groups, prepare reports identifying what action needs to be taken.
- Prepare and present reports on recruitment activity and make suggestions for further development of the Positive Action Strategy.

### Our values

#### VALUES

All roles are expected to know, understand and act with ethics and values:

#### Impartiality

Shows impartiality throughout all dealings with colleagues, partners and members of the public.

#### Integrity

Understands and reinforces expectations of professional behaviour and openly recognises good or bad performance. Maintains highest levels of professionalism, making sure to always uphold values and ethical standards of the police service.

#### Public Service

Acts in the interest of the public, first and foremost. Shows resilience and takes personal responsibility for delivering the best possible outcomes for the public.

#### Transparency

Transparent in the actions, decisions and communications with colleagues and the public. Honest and open in interactions and decision-making.

- Plan, coordinate and implement Positive Action initiatives.
- Develop and deliver presentations for both internal and external audiences.
- Arrange, organise and attend community and positive action events to brief individuals from underrepresented groups in relation to career opportunities and encourage interest in joining South Yorkshire. This will include and is not limited to, Job fairs, community groups, businesses, schools and colleges.
- Maximise and utilise all communication platforms to promote positive action, including social media and electronic communication
- Engage with people, communities and stakeholders, reaching out into communities, and developing and maintaining strong and effective relationships.
- Undertake any other work as directed including working at other locations.

## Our Competencies

The Competency and Values Framework (CVF) has 6 competencies that are clustered into three groups. This role should be operating, or working towards, the following levels:

- We are emotionally aware Level 1
- We take ownership Level 2
- We are collaborative Level 1
- We deliver, support and inspire Level 2
- We analyse critically Level 1
- We are innovative and open-minded Level 1

## Our ideal candidate

### Skills

- A genuine passion to improve access to services and employment opportunities for people from under represented communities
- Experience of engaging directly with diverse communities and individuals - self-motivated and able to organise time effectively.
- Excellent interpersonal, communication and presentation skills credible, effective communicator, innovative and creative
- Experience with staff network groups or other groups developing and growing membership, work and communication plans and delivering on work priorities.
- Understanding of positive action initiatives the legislative context and how to develop and support them.

### Education and experience

- Understanding of community and cultural issues across South Yorkshire communities and surrounding areas.
- Knowledge of equality legislation and the implications.
- Awareness of positive action legislation and the potential legal issues in relation to the use of these.

### Continuing Professional Development (CPD)

- Maintain understanding of the forces priorities and how these link to own work.
- Maintain professional performance/ business management skills including keeping up-to-date with new developments in workforce planning standards, policy and practice.