

Job Specification

Shepherd and Wedderburn LLP



SHEPHERD+ WEDDERBURN

Job Title: Senior Executive Diversity & Inclusion
Location: Edinburgh
Reporting to: HR Director

Main Duties

- To lead on implementation of strategic D&I action plan
- To lead on delivery of priority projects approved by the Board
- To construct programmes and initiatives to meet D&I requirements
- To agree D&I communications strategy with Marketing Team
- To lead on preparing all D&I updates for divisional roadshows
- To co-ordinate work of the S+W Together groups and encourage/participate in joint and cross group initiatives
- To lead on delivery of internal D&I training programme in collaboration with our Learning & Development Team
- To lead on delivery of external D&I training/seminars for clients/contacts
- To establish a network of D&I contacts across the legal sector in Scotland/London
- To establish a network of D&I contacts at key clients
- To attend tender presentations/key client pitches where necessary to profile D&I activities and achievements
- To manage relationships on key external indices/programmes e.g. Stonewall, PRIME, Real Estate Balance and ENEI
- To manage effective collation of D&I stats at point of recruitment and also devise effective tracking of key demography stats at promotional gateways; access to Learning and Development and career opportunities as well as monitoring key demography stats at point of leaving
- To analyse metrical data to inform corrective work aimed at removing obstacles to diversity and inclusion within the business
- To manage the firm's annual Values Award process
- To ensure the firm's values are reviewed as appropriate and continue to be profiled across the business using all appropriate communication channels
- To undertake any other reasonable duties as required

Skills/Experience

Essential

- A minimum of three years working wholly or mainly in a diversity and inclusion focussed role, preferably in the professional services sector
- Exposure to working with a busy team and dealing with conflicting priorities;
- Ability to use your own initiative to resolve problems;
- Strong written and verbal communication skills;

Desirable

- Degree educated in a relevant discipline;
- Experience of working in legal services;
- Presentation skills;

Job Specification

Shepherd and Wedderburn LLP



SHEPHERD+ WEDDERBURN

- Ability to develop and deliver training modules.

These duties reflect the situation at March 2021 and may be subject to reasonable change at a later date.

Shepherd and Wedderburn is committed to protecting the privacy and security of your personal information that we collect as a “data controller”. The information provided by you will be processed in accordance with our GDPR Privacy Notice for Applicants and Work Experience Students. If you are successful in obtaining paid employment with us, we will hold your information in accordance with our Personnel Data Retention Policy, which will be provided to you at the relevant time.

We will process the information you provide solely for the purpose of evaluating your application for employment. The information will be disclosed to the interview panel (if relevant), your line manager (if appointed), and Human Resources staff members. We may contact any references provided for the purposes of discussing your application, and will ask your permission before doing so.

If you provide any information deemed to be “special category” information under the General Data Protection Regulation, we may use this as follows:

- *We will use information about your disability status to provide appropriate adjustments to the interview process.*
- *We will use any information provided in our diversity monitoring form about your race, colour, nationality, ethnic or national origin, gender identity, gender expression, social mobility background, religious beliefs, sexual orientation, any disability information, age, and marital/civil partnership status to ensure meaningful equal opportunity monitoring and reporting. Any analysis of this data will be done on an anonymous basis.*

Should your application be unsuccessful, the information provided will be deleted within 1 year of a decision not to progress your application.

If you have any further questions about how we process and store your information, or your rights in relation to this, please refer to our GDPR Privacy Notice for Applicants and Work Experience Students (available at www.shepwedd.com/careers/working-with-us/privacy-notice)

.....
Signed

.....
Dated