



Role profile

Job title	Manager, Diversity & Inclusion
------------------	--------------------------------

Role family	Management responsibility:
--------------------	-----------------------------------

LPD	Does this role have management responsibility for others? Yes	Manager
-----	--	---------

Overall purpose of role

To lead on the development through to execution of specific programmes to increase diversity and inclusion in the profession and serve as a subject matter expert on diversity and inclusion at ICAEW.

To work across LPD and, where appropriate, other departments at ICAEW, to champion diversity and inclusion.

Working collaboratively across departments within the ICAEW to achieve its strategic aims and goals, ensuring ICAEW becomes an exemplar within the profession for attracting a diverse pool of talented students globally.

To act as brand champion to embed the brand values across the ICAEW, driving activity and change to ensure the brand objectives are achieved.

Main responsibilities of role

- Contribute to the development of profession wide initiatives to improve diversity in the profession eg, Access Accountancy, RISE – helping to achieve programme KPI's.
- Work collaboratively to examine existing outreach and progression activity to ensure it supports ICAEW's objective of fair access to the profession, making recommendations to improve processes and remove bias where appropriate.
- Identify priorities for ICAEW to improve diversity in the profession and make recommendations on how best to achieve this, including setting targets/KPI's.
- Plan and execute a communications plan to keep key internal and external stakeholders informed of ICAEW's work on diversity and inclusion, progress against targets and plans to achieve them.
- Manage a team of two direct reports to deliver on team objectives as set by Head of Access and Volunteer Programmes.
- Represent ICAEW as part of diversity and inclusion networks and events.
- Keep up to date with relevant information on diversity and inclusion and act as a subject matter expert for diversity internally.
- Work with HR and other experts to arrange or deliver training internally or externally to help improve diversity at ICAEW and in the profession more widely.
- Identify new ways of being more collaborative and agile as a team and proactively implement new ideas.
- Identify innovative ways to positively differentiate ICAEW, in their respective market places.
- Propose and manage allocated programme budgets and time schedules effectively, and as agreed in annual planning process.
- Identify any risk associated to plans during the year, and identify appropriate solutions, ensuring the Head of Access and Volunteer Programmes is kept informed when needed.
- Specific duties will vary from time to time in line with the business needs.

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

- Solid experience in a diversity and inclusion role, preferably within the professional services sector.
- Knowledge of relevant diversity and inclusion legislation
- Experience of the UK student recruitment market desirable.
- Knowledge/experience in the professional/financial services or education sector desirable.
- Practical approach to planning, organising and implementation of plans.
- Ability to apply effective and (where possible) innovative approaches to challenges and opportunities.
- Experience of working across functional boundaries in a large organisation to implement effective practices to improve diversity and inclusion
- Experience of effectively managing and developing team personnel.
- Excellent project management and time management skills.
- Experience of working in a results driven environment.
- Budgetary planning and control.
- Excellent Word, Microsoft 365, Excel and Powerpoint skills.