



# Role profile

<b>Job title</b>	Senior executive, Diversity & Inclusion
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<b>Role family</b>	<b>Management responsibility:</b>
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LPD	Does this role have management responsibility for others? <b>No</b>	Specialist
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## Overall purpose of role

To support on the development through to execution of specific programmes to increase diversity and inclusion in the profession.

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.
- Support teams within global student recruitment in designing, delivering and evaluating activity by ensuring they consider the impact on diversity and inclusion in the profession.
- Contribute to an audit of ICAEW's current work on diversity and inclusion, helping to identify any areas of bias and making recommendations on how to improve.
- Identify priorities for ICAEW to improve diversity in the profession and make recommendations on how best to achieve this, including setting targets/KPI's.
- Support the Manager, Diversity and Inclusion in planning, implementing and evaluating specific programmes to improve diversity and inclusion at ICAEW and in the profession.
- Analyse and interpret information on diversity & inclusion within the profession to identify areas of need.
- Represent ICAEW as part of diversity and inclusion networks and events.
- Keep up to date with relevant information on diversity and inclusion.
- Develop engaging internal and external communications to keep key stakeholders up to date with ICAEW's work on diversity and inclusion.
- 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.
- Make recommendations, including business cases with allocated costs, on activity that could help enhance diversity and inclusion in the profession.
- Help identify any risk associated to plans during the year, and identify appropriate solutions, ensuring the Manager, Diversity and Inclusion 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**

- Experience of marketing and communications, preferably within the professional services, education or recruitment sector.
- A relevant qualification in marketing or communications eg, CIM, degree.
- Knowledge of the UK professional services market, specifically student recruitment and/or training and development desirable.
- Some experience of coordinating diversity and inclusion projects, along with knowledge of diversity and inclusion desirable.
- Practical approach to planning, organising and implementation of marketing or communications.
- Ability to apply effective and (where possible) innovative approaches to challenges and opportunities.
- Confident and effective at team work and relationship building.
- Project and time management skills.
- Experience of working in a results driven environment.
- Excellent Word, Microsoft 365, Excel and Powerpoint skills.