



JOB DESCRIPTION

Post Title:	Rights and Equalities Lead
Salary:	£41,704 to £47,840 per annum
Responsible to:	Chief Operating Officer
Contract Type	Permanent - Full-time (37 hours per week) or Part time (4 days per week)
Annual Leave	31 days plus 10 public and privilege holidays
Pension Scheme	Principal Civil Service Pension Scheme
DBS Required Level	Disclosure and Barring Service Enhanced check In the event of being offered the position an application for a Disclosure and Barring Service Enhanced and Barred List check will be submitted. A copy of the Commissioner's Recruitment of Ex-Offenders Policy Statement is available upon request.
Location:	Hybrid working (Office in Cardiff Bay)

ROLE OVERVIEW

The post holder will lead on the protection, development and promotion of older people's rights and equality.

The post holder will promote ways in which older people's rights can be upheld and respected.

The post holder will promote understanding of ageism and age discrimination, how to combat it, and how to ensure policy and practice is free of ageism and age discrimination.

PURPOSE OF ROLE

1. To promote ways in which older people's rights can be upheld and respected.
2. To work with public bodies to improve their understanding of ageism and age discrimination, how to combat it, and how to ensure policy and practice is free of ageism and age discrimination.

3. To develop and maintain constructive and influential relationships with key stakeholders in order to protect and promote the rights of older people, advance equality and combat age discrimination.
4. To scrutinise domestic (and where relevant international) proposed and existing policy and legislation concerning rights and equality, assessing the implications for older people and taking opportunities to influence.
5. To share knowledge and insights with colleagues to ensure on-going learning about promoting equality, including through the effective delivery of the Commissioner's work programme.
6. To scrutinise public services and systems, planning and practice, and identify and take forward appropriate action.
7. To take actions to ensure that decision makers and elected representatives are made fully aware of the impact on older people's rights of any proposed changes in policy and practice.
8. To support the undertaking of formal scrutiny by the Commissioner through producing high quality analysis reports and reaching informed judgements in relation to evidence-based findings.
9. To work directly with older people to understand the impact of inequalities and identify and deliver opportunities to promote rights and equality and challenge ageism and age discrimination.
10. To provide high-quality, high impact briefings on issues affecting older people.
11. To provide high-quality responses to government consultations and other key documents and reports.
12. To support and advise the Commissioner's Advice and Assistance team, as required, to enable them to provide assistance to older people.
13. To identify, develop or commission information and advice resources for older people on their rights, and resources on combating ageism and age discrimination.
14. To develop an evidence base on ageism and age discrimination, and effective ways of tackling it, with support from the Data and Research Analyst.
15. To represent and speak with authority on behalf of the Commissioner at meetings or events related to the role.
16. To lead on the development, monitoring and reporting of the Commissioner's Strategic Equality Plan.

General duties common to all Job Descriptions

- To demonstrate a commitment to human rights, equality and diversity across all protected characteristics.
- To work in close co-operation with other members of staff and actively contribute to internal meetings and working groups.
- To represent the Commissioner positively and professionally at all times.
- To participate in engagement opportunities with older people, to keep in touch with older people's issues, concerns and ideas to inform our work and how we carry it out.
- To ensure that work complies with the Commissioner's statutory duties, internal control procedures, reporting formats and policies e.g. financial procedures, GDPR, publication scheme, equality scheme, information management procedures, Welsh Language Standards, and safeguarding policies and procedures.
- To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required.

THE CONTENTS OF THIS DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION – Rights and Equalities Lead		
Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • A degree or professional level qualification from a relevant discipline or equivalent relevant work experience 	<ul style="list-style-type: none"> • Evidence of relevant on-going continued professional development.
Experience	<ul style="list-style-type: none"> • Experience of influencing policy and practice • Experience of, and a proven track record of, building alliances and working with stakeholders to influence positive change for people • Experience of developing evidence-based policy positions, preparing policy briefings and identifying policy recommendations • Record of achievement of delivering change and finding solutions to problems 	<ul style="list-style-type: none"> • Experience of working directly with older people • Experience of working on rights and discrimination
Knowledge	<ul style="list-style-type: none"> • A well-developed understand of policy and legislation that protects the rights of older people, such as the Human Rights Act 1998, Equality Act 2010, Social Services and Well-being (Wales) Act 2014 • Knowledge and understanding of the political system in the UK, the Welsh Parliament and the Welsh Government and governmental policy making and legislative processes • A well-developed understanding of the structure of the Welsh public sector • Demonstrable knowledge and understanding of the legislative context in Wales and how this affects older people • Understanding of discrimination affecting older people 	<ul style="list-style-type: none"> • Knowledge and understanding of international human rights legal framework

Skills	<ul style="list-style-type: none"> • Excellent written and oral communication skills • Ability to work with and influence stakeholders at a senior level • Ability to engage with a diverse audience • Ability to communicate with authority • Accurate analytical skills (to question and interpret complex data) to influence decision makers • Ability to present complex information at an appropriate level to a wide range of audiences • Excellent organisational skills, including the ability to use initiative, to prioritise workload and work under pressure to achieve tight schedules and deadlines • Ability to work independently as well as being an excellent team player 	<ul style="list-style-type: none"> • The ability to communicate competently in Welsh with members of the public and external stakeholders
Specific Requirements	<ul style="list-style-type: none"> • Willingness to undertake travel across Wales 	