



## ROLE PROFILE

<b>Role Title:</b>	Criminal Justice – Criminal Justice Race Equality Implementation Manager (All-Wales)
<b>Grade:</b>	PO6
<b>Responsible to:</b>	Criminal Justice & Policing in Wales Senior Responsible Officer(s) for Race
<b>Responsible for:</b>	No Supervisory Responsibility
<b>Liaison with:</b>	Criminal Justice and Policing leaders across Wales, Welsh Government Officials, Equality and Diversity leads, General Public/Communities, External Organisations, Agencies and Partnerships
<b>Required Vetting Level:</b>	MV/SC – Management Vetting and Security Clearance
<b>Date Published:</b>	August 2022

### THIS IS A POLITICALLY RESTRICTED POST

#### Role Purpose:

The Criminal Justice Race Equality Implementation Manager (All-Wales) will play a critical role in advancing our vision for an anti-racist Criminal Justice System in Wales. The role will lead the coordination, planning and implementation of the Criminal Justice in Wales Anti-Racism Action Plan across all criminal justice, policing and partnership organisations, in order to drive system, change and improvement in outcomes for ethnic minority people in Wales. The role will provide high quality advice and support across all areas of the plan, ensuring effective multi agency collaboration, governance, scrutiny and performance reporting.

The post holder will:

1. Develop, coordinate and manage a programme of work to support the delivery of the Anti-Racism Action Plan objectives, leading adding on specific projects where appropriate.
2. Work with Chair(s)/Senior Responsible Officers to drive forward the business of the Race Taskforce and associated Sub Groups.

3. Act as the main point of contact to the CJiW Independent Oversight and Advisory Panel Chair (s) in order to ensure the Panel is provided with relevant information to enable effective scrutiny and oversight of the plan.
4. Act as the principal interface with Welsh Government and devolved functions to work collaboratively to ensure alignment with the WG Anti-Racist Wales Action Plan and delivery of a One Public Service Approach to anti-racism in Wales.
5. Act as a special advisor to CJBfW priority leads and associated programme leads. Practice effective 'allyship', developing and maintaining relationships with ethnic minority people, communities and specialist organisations across Wales to inform an effective engagement model and help drive co-production and inclusivity in policy making and delivery.

<b>Main Responsibilities</b>	<p><b>Advice and Guidance</b></p> <ul style="list-style-type: none"> <li>• Demonstrate leadership and expertise on racial injustice across the Criminal Justice system, as well as on broader inclusion and equality and diversity matters.</li> <li>• Provide advice, guidance and support to Criminal Justice and Policing senior leads on policy and legal developments relating to race and diversity issues, with a specific focus on the criminal justice system.</li> <li>• Work with Policing and Criminal Justice equality, inclusion and diversity leads across Wales to support and stimulate collaborative activity and ensure that organisational work compliments and support the actions within the CJiW Anti-Racism Action Plan.</li> <li>• Write and present briefings and reports to Local Criminal Justice Boards in Wales and wider partnership meetings on progress and areas for discussion.</li> <li>• Provide support and advice to the chairs of the CJiW Race Equality Taskforce and its Sub groups on:             <ul style="list-style-type: none"> <li>o data and evidence,</li> <li>o communication and engagement,</li> <li>o cultural competency and representation.</li> </ul> </li> <li>• Draw on own extensive expertise and knowledge relating to racial injustice across the Criminal Justice system to generate ideas and innovative solutions.</li> <li>• Support the development of an environment where systematic change can be implemented and sustained across Wales.</li> <li>• Put forward and implement business cases/budget proposals to support delivery of the plan and manage any delegated budget.</li> </ul> <p><b>Business Improvement</b></p> <ul style="list-style-type: none"> <li>• Coordinate and support the delivery of the CJiW Anti-Racism Plan, leading change and improvements across the criminal justice system.</li> <li>• Write reports, business cases and reviews as required to advance the delivery of the CJiW Anti-Racism Action Plan.</li> <li>• Develop and lead initiatives to improve business processes.</li> <li>• Ensure that racially minoritised people and communities are involved and central to the development and delivery of the Ant-Racism Action Plan.</li> </ul>
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	<b>People Involvement</b>
	<ul style="list-style-type: none"> <li>• Advise and motivate colleagues across Wales to promote the implementation of the CJIW Anti-Racism Plan.</li> <li>• Allocate/task/co-ordinate the work to partners.</li> </ul>
	<b>Policies &amp; Strategies</b>
	<ul style="list-style-type: none"> <li>• Stay abreast of and informed about relevant law and policy development across UK Government. In particular, policy developments within the Ministry of Justice and Home Office. Offer advice and guidance to Chairs on such matters and any impact and consequences.</li> <li>• Write consultation responses on race equality and diversity matters in conjunction with key partners.</li> <li>• Research, review and write policies, strategies and action plans.</li> <li>• Draft policy and consult on implementation.</li> <li>• Monitor and report on policy implementation to ensure compliance and identify issues/problems.</li> </ul>
	<b>Project Management</b>
	<ul style="list-style-type: none"> <li>• Organise, monitor and manage the day-to-day delivery of CJIW Anti - Racism Plan including planning and advising on resourcing.</li> <li>• Ensure projects deliver proposed objectives in a cost effective manner and within given time-scales.</li> <li>• Write strategic documents/plans and present in formal forums.</li> </ul>
	<b>Risk Management and Legal Compliance</b>
	<ul style="list-style-type: none"> <li>• Identify risks within own remit, mitigate risks and inform others on risks.</li> <li>• Thorough understanding of associated guidelines and legislation to mitigate risks.</li> <li>• Monitor and ensure compliance with all regulations and policy guidelines.</li> <li>• Escalate major problems.</li> </ul>
<b>Customer Service and Representation</b>	
<ul style="list-style-type: none"> <li>• To present a positive image and service to both internal and external customers.</li> <li>• Individuals are required to effectively engage with internal and external customers at all levels, in order to provide a high-quality standard of service.</li> <li>• Maintain confidentiality in relation to data protection issues and Management of Police Information (MOPI) standards.</li> </ul>	
<p>In addition, the post holder must be prepared to undertake such additional duties which may result from changing circumstances, but which may not of necessity, change the general character or level of responsibility of the post.</p>	

<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must possess a degree or equivalent qualification in a relevant subject</li> <li>• Must have a at least GCSE A-C Level or equivalent in Maths and English, or be able to demonstrate equivalent skills and abilities.</li> </ul>
<b>Skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent communicator and persuasive negotiator with proven ability to build strong, effective, credible and successful partnerships and</li> </ul>

	<p>collaborative working relationships across functional boundaries with internal and external stakeholders.</p> <ul style="list-style-type: none"> <li>• Experience of promoting/advancing race equality and fostering relationships within the specialist sector and racially minoritised communities.</li> <li>• Demonstrable experience in effectively and professionally dealing with contentious, sensitive and challenging situations and relationships.</li> <li>• Strong analytical skills with the intellectual capacity to understand and communicate complex issues, including policy and legislation, to offer practical steps forward and where required constructive scrutiny and challenge.</li> <li>• Experience of the criminal justice system.</li> <li>• Experience of leading multi-agency projects, innovation and change, advocating collaborative working and recognising the opportunities and value of collaborative working</li> <li>• Ability to maintain the highest levels of integrity, discretion and confidentiality.</li> <li>• Demonstrate excellent oral and written skills to present complex information succinctly and effectively to different audiences.</li> <li>• Experience of policy and strategy development.</li> <li>• Ability to work alone and to deadlines.</li> <li>• Possess a high standard of written and verbal communication, including the ability to negotiate with and influence senior managers based on data and analytical outcomes. The role holder must have the ability to communicate effectively through reports, one to one meetings and group briefing and presentations.</li> <li>• Leading or producing ad-hoc and planned briefings, monitoring reports and plans for several audiences when required.</li> <li>• Ability to apply an evidence-based and outcomes focussed approach to change and policy development.</li> <li>• Experience of utilising different types of computer software packages, such as specific analytical software programs.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Welsh Language Level 2. Can understand the essence of a conversation in Welsh and can convey basic information and respond to simple requests in Welsh. Can use Welsh to transfer telephone calls. Can introduce oneself and others by name, role, and location/organisation. Can contribute to a meeting partly in Welsh.</li> <li>• Project management skills.</li> </ul>
<p><b>Knowledge</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• An understanding of the Equality Act 2010 and Human Rights Act 1998.</li> <li>• Knowledge of the Criminal Justice System in Wales and the working relations between devolved and non -devolved administrations.</li> <li>• Knowledge and understanding of diversity, equality and inclusion issues and challenges – specifically race inequalities, ideally within the</li> </ul>

	<p style="text-align: center;">criminal justice sector</p>
<p><b>Personal Qualities</b></p>	<p><b>Serving the Public</b>            Demonstrates a real belief in public service, focusing on what matters to the public and will best serve their interests.            Understands the expectations, needs and concerns of different communities and strive to address them.            Builds public confidence by talking with people in local communities to explore their viewpoint and break down barriers between them and the police.            Develops partnerships with other agencies to deliver the best possible overall service to the public.</p> <p><b>Professionalism</b>            Act with integrity, in line with values of the Police Service.            Takes ownership for resolving problems, demonstrating courage and resilience in dealing with difficult and potentially volatile situations.            Acts on own initiative to address issues, showing a strong work ethic and demonstrating extra effort when required.            Upholds professional standards, acting as a role model to others and challenging unprofessional conduct or discriminatory behaviour.            Remains calm and professional under pressure, defusing conflict and being prepared to step forward and take control when required.</p> <p><b>Leading Change</b>            Positive about change, adapting different ways of working and encouraging flexibility in others.            Constantly looking for ways to improve service delivery and value for money, making suggestions for change and encouraging others to contribute ideas.            Takes an innovative and creative approach for problem solving problems.            Asks for and acts on feedback, learning from experience and continue to develop own professional skills and knowledge.</p> <p><b>Leading People</b>            Inspires confidence and leads with enthusiasm and expertise.            Inspires team members to meet challenging goals, providing direction and stating expectations clearly.            Acknowledges the achievements of individuals and teams by recognising and rewarding good work.            Recognises when people are becoming de-motivated and provides encouragement and support.            Gives honest and constructive feedback to help people understand their strengths and weaknesses.            Coaches and guides team members, identifying and addressing areas for development .</p> <p><b>Managing Performance</b>            Work with the CJIW data task group to support the development of a performance framework and evidence base to illustrate change.            Understand the organisation’s objectives and priorities and how own work fits into these.            Plan and organise tasks effectively to maintain and improve performance.</p>

	<p>Manage multiple priorities, thinking things through in advance, balancing resources and co-ordinating activity to complete tasks within deadlines. Know the strengths of the team members, delegating appropriately and balancing workloads across the team. Monitor delivery to ensure tasks have been completed to the right standard and tackle poor performance effectively.</p> <p><b>Decision Making</b> Gather, verify and assess information to gain an accurate understanding of the situation. Consider a range of possible options before making clear, timely, justifiable decisions. Review decisions in light of new information and changing circumstances. Balance risk, cost and benefits, thinking about the wider impact of decisions. Exercise discretion and applies professional judgement, ensuring actions and decisions are proportionate and in public interest.</p> <p><b>Working with Others</b> Work co-operatively with others to get things done, willingly giving help and support to colleagues. Be approachable, develop positive working relationships and good team spirit. Explain things clearly, ensuring instructions are understood and talk to people using language they understand. Listen carefully and ask questions to clarify understanding, expressing own views positively and constructively. Persuade people by stressing the benefits of a particular approach, keeping them informed of progress and managing their expectations. Be courteous, polite and considerate, showing empathy and compassion. Deal with people as individuals and address their specific needs and concerns. Treat people with respect and dignity, dealing with them fairly and without prejudice regardless of their background or circumstances.</p>
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The overall responsibility of the Police and Crime Commissioner is to maintain an effective and efficient police service and to play a leading role in crime reduction and community safety in the Force area. All individuals of the Police and Crime Commissioner must display the qualities to be able to work in an organisation with minority groups and provide service to minority groups in communities. They must show that they are able to contribute to an open, fair working environment where inappropriate behaviour is not permitted. They must display no evidence of the likelihood to contribute in any way to workplace bullying or any other form of discriminatory behaviour.

**Method of Assessment**

When completing your application please ensure you only complete the sections marked below as these are the sections you will be marked against for the shortlisting stage of your application.

	<b>Shortlisting</b>
Qualifications	Yes
Skills	Yes
Knowledge	Yes
Personal Quality – Serving the Public	
Personal Quality – Professionalism	
Personal Quality – Leading Change	Yes
Personal Quality – Leading People	
Personal Quality – Managing Performance	Yes
Personal Quality – Decision Making	
Personal Quality – Working with Others	Yes