

Equality, Inclusion and Community Manager

Generic title	Manager – 1
General Description	<p>A construction, commercial, project, technical manager or functional manager with considerable experience who performs a specific discipline over a wide range of complexities or large geographic area.</p> <p>They will manage their own workload within the context of a wider project or company objective. They will take significant decisions within their discipline with direction from a senior manager. They are accountable for their own work and their team's performance and its impact on their area or project.</p> <p>In operations they will manage all aspects of a mid-sized project, site of single function (e.g. M&E or Special Works) on a larger scheme or area office. In commercial they will manage all aspects of estimating, design procurement or supply chain for a site, project or office.</p>

Competencies

Achieving Results	<p>Capacity to set goals for self and others</p> <p>Proactively identifies and pursues new stretching targets and opportunities</p> <p>High level of personal drive and commitment</p> <p>Adds value beyond doing the job</p> <p>Focuses well on personal development goals</p>
Analytical thinking and decision making	<p>Rational and systematic analysis of situation to enable decisions on more varied issues</p> <p>Questioning the evidence to evaluate issues</p>
Communication	<p>Ability to adapt one's style to the message and audience so people understand what you want</p> <p>Connect with people in all levels of the business</p>
Dealing with change	<p>Sees potential of new ideas and situations</p> <p>Take a pragmatic approach to change</p> <p>Considers impact of change on others as well as self</p> <p>Ability to explain the effects to colleagues</p>
Teamwork	<p>Create appropriate networks of people internally and externally</p> <p>Build opportunities for co-operation with other individuals and teams</p> <p>Cut easily across horizontal and other boundaries, taking a corporate perspective</p> <p>Understand how teams work and how to lead one</p>
Leadership	<p>Ability to take control of situations with one's sphere of influence</p> <p>Assume responsibility – organising and guiding where necessary</p>
Managing resources	<p>Create a plan for a familiar project or process</p> <p>Interpret a plan and decide what resources are required</p> <p>Bring resources together and ensure they are efficiently deployed</p> <p>Able to call upon and manage diverse skills and methods to deliver results</p>
Negotiation	<p>Understand the others point of view</p> <p>Make an objective and structure case with pros and cons</p> <p>Understand the need to give and take</p> <p>Understand and defend a position</p>
People Development	<p>Can respond with tested frameworks of development to identify own needs</p> <p>Uses personal experience to build own skills</p>

Role definition

Summary of role	To develop and manage a business-wide strategic approach to inclusion and community engagement and to provide specialist knowledge and direction to ensure there is alignment between our values, our customers' requirements
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	and delivery.
Responsibilities and accountabilities	<p>To lead the internal development of the strategy around inclusion and diversity to influence the way we operate as a business both internally and externally. Responsible for the development, collation and reporting of relevant KPI's through the Eric system</p> <p>Ensure this aligns with and supports with the People Strategy, which itself directly supports the business strategy.</p> <p>To work effectively with the Business Units to develop appropriate strategies and plans for inclusion and community engagement which support work winning and the delivery of successful projects</p> <p>To advise the business of the expectations of customers and potential customers, developing practical approaches to respond.</p> <p>Create a business-wide forum to deliver the overarching inclusion objectives within each business unit</p> <p>Ensure our teams are informed and understand the key elements of the requirements of legislation and work with them to develop practical ways to implement policies and programmes (this includes the hands-on delivery of relevant equality & diversity training)</p> <p>Monitor and report to the EMT on progress of development activity</p> <p>Agree with individual Business Units and larger project teams the most appropriate plans for community engagement and agree targets for them.</p> <p>Support the Business Units in engaging effectively with customers and potential customers by identifying the underlying needs in respect of community/regeneration aims.</p> <p>Encourage, help and support project teams in how to delivery on the customer requirements promised at tender stage.</p> <p>Work closely with internal functions to ensure alignment and consistency in approach (specifically Business development, H.R., Sustainability, Training)</p> <p>Ensure we have appropriate contacts and relationships with external bodies such as:</p> <p>BITC, Construction Youth Trust, JobCentre Plus, Local Government Agencies and other inclusion-based organisations</p> <p>Work with internal communications to ensure promotion of activities internally and externally</p> <p>Take the lead on the development of appropriate policies and diversity/inclusion activities</p> <p>Work closely with the director of sustainable business and community engagement leads within the Business Units to ensure a joined up approach to EDI across the business</p>
Qualifications, training and technical knowledge	<p>Experience in this role is essential</p> <p>Ability and flexibility to travel is essential</p>
Attributes and skills	<p>Strategic planning & delivery</p> <p>Management of multiple projects at any one time</p> <p>Direct interaction with government agencies and customers</p> <p>Liaison with Business Unit Managing Directors, business development directors and their teams across the business, function heads (as appropriate).</p> <p>Ability to work in a team environment contributing across a business unit or area</p> <p>Good management skills, with the ability to motivate self and colleagues to achieve high standards of compliance</p> <p>Good operational planning and time management skills; able to manage projects simultaneously without compromising on standards and quality</p> <p>Ability to ensure standards and specifications are met</p> <p>Ability to work with colleagues to deliver project and operational performance</p> <p>Sound knowledge of construction practices and standards</p> <p>Specialist knowledge in chosen field</p>

