



Driver & Vehicle
Standards
Agency

Equality and Inclusion Specialist

Reference: 346757

Closing Date: 08 May 2024

Location: Bristol, Newcastle-upon-Tyne, Nottingham, Swansea

Salary: £40,808

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million

driving tests each year



38.5 million

MOT certificates issued each year



2 million

theory tests each year



31,958

defective vehicles discovered each year

Why join DVSA?

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain's roads for a life time of driving.

Every day we come to work in the People Directorate we can say we have helped keep you safe and supported our colleagues and DVSA to achieve great things.

While we have to deliver the basics well and support our people today, we also have to look into the future and help the business plan strategically and prepare for a world of driverless cars, increasing levels of technology and a whole host of yet to be imagined concepts. No two days are the same!

We are proud to be recognised as trusted professionals by our customers, to be relied on to deliver supportive, fair and innovative solutions and to work collaboratively as a team that includes, HR expert services, Business change, Inclusion & Diversity, Health & Safety, HR Business Partnering, OD, Capability and talent, Workforce Planning, Training and operational HR.

If working in an organisation that helps saves lives wasn't enough, alongside the salary, the package provides a significant suite of benefits, including professional memberships and a raft of benefits to enable a good work life balance including flexible working, supportive childcare arrangements and a series of wellbeing initiatives.

In we are keen provide opportunities to allow you to develop further, grow your career and access a wide selection of learning and development opportunities and if this still isn't enough we also offer attractive pension options.

Having recently come together as a new team, we are driving an ambitious programme of work and to do that we need the very best talent to join us. If you think you could thrive in a friendly, collaborative and ambitious team that value difference and new ideas, why not apply?

I look forward to your application.



Paula Pitcher

Director of People

Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
Access to in-role apprenticeships up to level 7	Employer pension contribution rate of up to 30.3%	Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
Minimum of 5 funded training days per year, plus 6-month development opportunities	Cycle to work scheme	Help and support with your home and work life, and wellbeing

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of the Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



The Prince's
Responsible
Business Network



About the job

As a subject matter expert, you will provide leadership and direction to the equality and inclusion Team including recruitment, and team development, ensuring they have the skills, knowledge, behaviours and experience to be productive in their role and reach their full potential.

As a subject matter expert, you will hold a strategic awareness of the communities in which the agency operates within or could potentially operate. You will partner with the agency working with various stakeholders both internally and externally to create a well-rounded understanding of EDI issues, helping the agency to understand where bias and inequality lay using data and qualitative information, in order to deliver sustainable change that is well embedded into our culture. If successful, you will be expected to continue to keep abreast of DVSA's strategic and business objectives in order to improve overall organisational effectiveness.

You will independently provide specialist advice, and design, develop and deliver various HR interventions to support DVSA's strategic and business objectives in order to improve overall organisational effectiveness.

You will represent the Agency at Departmental level (DfT Inclusion Group), chairing, attending meetings and events to network, share best practice and promoting DVSA as an inclusive agency.

Activities may include:

Inclusion Strategy & Stakeholders Engagement

- Provide a range of consultation services to the Executive Team, Cooperate Senior Leaders, Managers and Supervisors on the development and implementation of strategies to create a culturally competent and diverse workforce which delivers our services and meets current and emerging customer's needs.
- Owns, develops and implements DVSA's Inclusion strategy to enable DVSA to embed a sustainable inclusive culture. Focusing on equality of opportunity, fostering good relations, elimination of unlawful discrimination, harassment, victimisation and embedding an inclusive culture.
- Working with a team of experts, you will manage the team to act as the DVSA Inclusion expert using specialist knowledge to design and implement a variety of inclusion solutions to meet DVSA needs for our current/future workforce and service offering (5-year Strategy) e.g. increased workforce diversity, education and learning initiatives, and promotion of our inclusive agenda.
- As the DVSA inclusion lead, represent the Agency at Departmental level (DfT Inclusion Group), chairing, attending meetings and events to network, share best practice and

promoting DVSA as an inclusive agency.

- Chair EDI JNCC (TUS meeting) and consult with TUS when required as per the “Working together” agreement. Ensure the TUS are informed of EDI initiatives across DVSA.
- Ensure the DVSA inclusion strategy is continually promoted at Director and CSL level, using strong influencing skills and constructively challenging current practices, by producing and presenting board papers which identify complex issues and innovative solutions (at People Committee, ExCo etc.).
- Undertake horizon scanning to maintain specialist knowledge and understanding of relevant legislation, case law and good practice, identify opportunities and risks and use learning to continually drive improvements to strengthen our external brand as an inclusive employer and build trust and confidence within our communities.

Legal Compliance, Policy and Best Practice

- Ensure DVSA is fully compliant with legal and statutory obligations. e.g. Equality Act 2010, Civil Service aims, whilst promoting the use of inclusive best practice by ensuring compliance with policy and process, and constructively challenge breaches.
- Act as the DVSA Inclusion Expert, ensuring your expert knowledge of Employment Legislation (Equality Act 2010), Public Sector duty, Inclusion issues, trends within the Civil Service and externally is continually up to date. Share best practice with others across the Civil Service.
- Interpret legislation and data to inform strategic plans, decision making and the development of evidence-based policy and processes.
- Champion the use of Equality Screening and provide advice and information as necessary via intranet guidance, training, workshops.
- Collaborate with DVSA stakeholders (e.g. Directors, CSL’s, HR, Business representatives, Estates, TUS, Staff Network Groups, DfT, Government Legal and relevant external bodies), to identify potential risks (breaches of Equality Act, litigation claims), and provide expert advice and guidance about suitable solutions.
- Ensure that mandatory EDI (inclusion) returns e.g. Workplace Adjustments, Staff Equality statistics etc. to DfT and Cabinet Office are submitted in advance of deadlines ensuring accurate information is provided.
- Create, develop and implement EDI policies and procedures by engaging with a range of key stakeholders and lead on consultation with the TUS. Responsible for the implementation of policy, communications plan, measuring success against key success indicators and undertake continuous improvement activities.

Promoting Inclusion

- Improve self-declaration rates amongst staff, by encouraging and influencing staff to declare their personal information to improve inclusive activities across the agency e.g. chairing working groups, delivering workshops, joint communication with TUS.
- Creates, develops and implements DVSA Inclusion Communications Strategy, to promote the DVSA inclusive agenda, through various internal and external communications channels. e.g. workshops, online, social media, blogs etc.
- Promote national events e.g. black history month etc., working with Staff Network Groups and other stakeholders to design, coordinate and run events across DVSA.

Staff Network Groups

- Act in an advisory and coaching capacity to support the continued development, capability and growth of the Staff Network Groups to enable achievable objectives, as well as setting Direction for them to be strategically aligned to DVSA's organisational goals.
- Work with the staff network groups to organise and facilitate group meeting and larger seminars/events. Regularly chair meetings and events when appropriate.
- Ensure each of the Directors who act as champions for the Staff Network Groups are clear on their roles and responsibilities and supportive of the Staff Network Group objectives, through chairing 1:1 meetings, delivering workshops, presenting at Board Meetings
e.g. People Committee.
- Continually Promote the Staff network Groups by championing their work and encouraging collaboration with all SNG's.

People Survey and Management Information

- Lead and develop the approach to meaningful data insights and create robust performance measures of diversity and inclusion across the agency to monitor progress against strategic priorities /Inclusion strategy and to inform and drive change.
- Ensure DVSA EDI (Inclusion) staffing reports are published.
- Support the Engagement team in providing inclusive solutions to the annual People Survey.

Education and Learning

- Analyse EDI (inclusion Data) e.g. People Survey, staffing declaration rates, Case Work (grievances/Disciplinary) to Identify inclusion education and learning needs, and commission Training and Development colleagues to design and implement appropriate solutions.
- Ensure that mandatory inclusion training is carried out by all staff
e.g. unconscious bias etc.
- Develop and run workshops as and when required e.g. Directors, TUS, managers etc.

Improve DBH Statistics

- Provide expert advice and recommend solutions to HRBP colleagues on areas of DVSA where Discrimination, Bullying and Harassment cases are high.
- Support the elimination of Discrimination, Bullying and Harassment cases by raising awareness, Education and other proactive interventions.
- Promote the use of mediation service and monitor the success of the service.

General & Management

- Execute management responsibilities effectively, working with, leading and acting as a role model for team members and colleagues, ensuring capabilities are deployed to achieve successful delivery of business performance whilst maximising the efficiency and effectiveness of the financial resources delegated in line with the Civil Service values.

Leadership

- Manage a team to enable the delivery of the DVSA inclusion strategy. Demonstrate leadership by providing influence, direction and guidance to staff to support the delivery of objectives. Manage and engage with honesty and integrity, and upholding the reputation of the Agency, Department and Civil Service.

Internal and External Relationships

- Liaise with relevant internal departments to ensure that internal and external customer needs are met and that these requirements are fully communicated throughout the business.
- Ensure good relations and communications with all members of the team and responding politely and in a timely fashion to internal and external customers.
- Communicate with all major stakeholders (internal and external) to achieve business objectives.
- Represent the Agency externally, where requested/required, (e.g. at networking events, conferences and exhibitions) to enhance and strengthen the Agency's profile.

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV and personal statement against the Job Description and Person Specification.

Essential skills and Essential experience

- Experience of developing and implementing solutions focused, organisation wide inclusion Strategies.
- Implementing and leading a culture of continuous improvement with a strong focus on customer service ethos.
- Ability to work collaboratively and build effective relationships across various job levels and job roles.
- Experience of advising, coaching and supporting managers on policies and processes to enable compliance.
- Ability to manage and mitigate risks.
- Strong influencing skills at senior level and previous experience partnering with senior stakeholders as well as the ability to communicate sensitively and tactfully both verbally and in writing according to audience.
- Experience of analysing and interpreting management information to identify trends, patterns and metrics in the organisation, and identify obstacles and risks, and translate them into sustainable and measurable action plans.
- Has a good understanding of relevant current Employment law (Equality Legislation), plus proposed changes.
- Good understanding of key change management principles and techniques and the importance of engaging managers and employees in the change process.
- A solution focused attitude to overcoming obstacles and the ability to support others to apply the same principles.
- Experience of drafting briefing papers and correspondence at senior management team level.
- Ability to translate vision and strategic aims into key operational objectives and plans.
- A proven track record of problem solving and critical thinking, exploring alternatives.
- Highly effective written communication and presentation skills.

Qualifications:

You will already hold a CIPD Certificate in HR Practice (Level 5) or be willing to work towards this qualification in post.

Further Information:

This role can be based in [Bristol](#), [Newcastle](#), [Nottingham](#) or [Swansea](#), your presence at one of these locations will form part of the working arrangements agreed with you. We operate a hybrid working model giving you greater flexibility about where and when you work. Our **expectation** is that you will spend a minimum **60% of your time at your base location**. Visits to other DVSA sites or work locations count towards this.

Whilst we welcome applications from those looking to work with us on a part time basis, there is a business requirement, for the successful candidate to be able to work at least four days per week.

This role will require the successful applicant to travel and may include overnight stays.

Please take note that DVSA does not hold a UK Visa & Immigration (UKVI) Skilled Worker License sponsor and are unable to sponsor any individuals for Skilled Worker Sponsorship.

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours](#) during the selection process.

- **Changing and Improving**
- **Making Effective Decisions**
- **Communicating and Influencing**
- **Leadership**
- **Working Together**
- **Developing Self and Others**

Interviews will include a blend of [Behaviour](#) questions and a presentation.

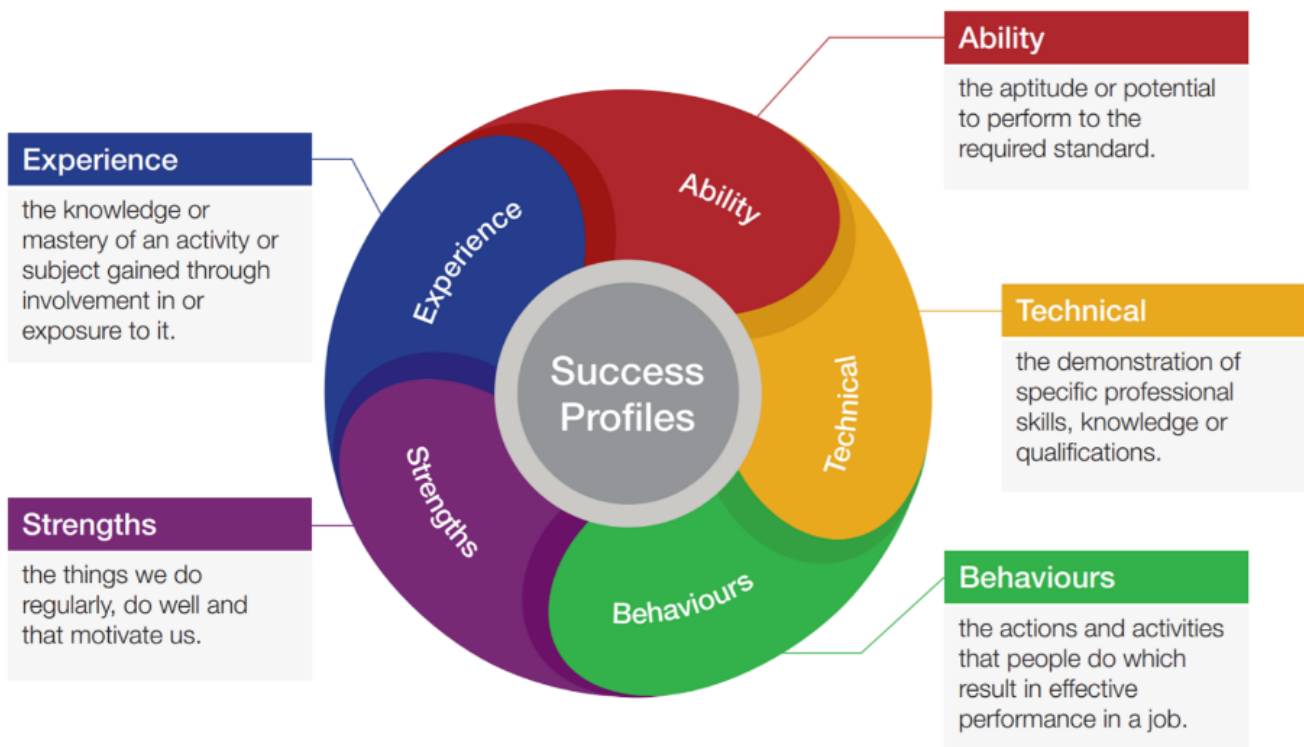
Success Profile Level 3

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 3 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (1000 words) utilising the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV and Personal statement against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

Interviews will include a blend of [Behaviour](#) questions and a presentation.

We've designed the selection process specifically for this role.

You're encouraged to become familiar with the role, as you may be assessed against any of the criteria recorded within.

Full details of the assessment process will be made available to shortlisted candidates.

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change.

Closing date: 08 May 2024

Shortlisting: 09 – 10 May 2024

Interviews: 22 May 2024

Offer: Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



Driver & Vehicle
Standards
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NG2 1AY

www.gov.uk/dvsa

If you have questions about the role please contact: tomiloba.aluko@dvsa.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk