INCLUSION SUPPORT OFFICER - BACKGROUND INFORMATION

Avon Fire & Rescue Service (AF&RS) serves the Unitary Authority areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. It has 21 operational fire stations, together with offices, covering all areas, with its Head Quarters based in Portishead, near Bristol. AF&RS Control Centre, where emergency calls are handled, is situated in Lansdown, near Bath.

With an annual budget of around £50 million, AF&RS delivers a wide range of fire, rescue and community safety services across a geographic area of approximately 514 square miles with a residential population of more than one million people.

AF&RS employs over 800 staff made up of: Service Delivery including whole-time and on-call Firefighters, and staff in its Control Centre, Service Delivery Support, and Corporate Services.

This post is within the Inclusion Team, within the People Services Directorate, and reports to the Inclusion Specialist.

With effect from July 2023, UK legislation was amended to enable Fire & Rescue Services to undertake standard Disclosure and Barring Service (DBS) checks for all employees. All AF&RS posts therefore require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.

Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.

Job Description, Core Values and Person Specification

Job Title	Inclusion Support Officer
Post Number	3412
Grade	HAY 8
Duration of Post	Permanent
Hours	37 hours per week
Directorate	People Services
Unit or Team	Inclusion Team
Reports to (give job title)	Inclusion Specialist
Line management or supervisory responsibilities	No
Responsibility for managing a budget	No
Date job was evaluated	21.09.26

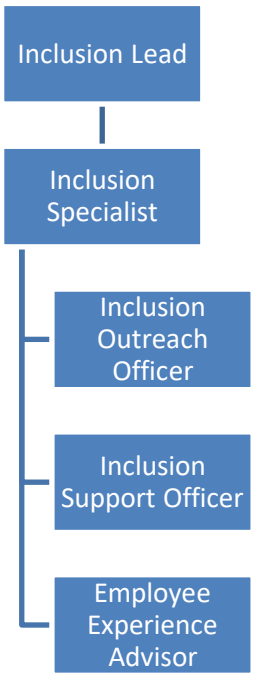
Purpose of Job:

Role Purpose

The Inclusion Support Officer will support developing inclusion priorities into practical, consistent and well-informed activity across the Service. The role will provide coordination, guidance and delivery support across key inclusion priorities, including Equality Impact Assessments, inclusion-related accreditations, staff networks, I CARE Allies, inclusive learning and the diversity and inclusion calendar.

The role will also help support compliance with the Equality Act 2010, the Public Sector Equality Duty and relevant equality, diversity and inclusion requirements.

Structure Chart/Table:



Responsibilities and Duties:	
Equality legislation and compliance support	
1.	Support the Service to meet relevant equality, diversity and inclusion requirements, including duties under the Equality Act 2010 and the Public Sector Equality Duty.
2.	Maintain awareness of relevant EDI legislation, guidance and good practice, sharing updates and resources where appropriate.
Accreditations and evidence coordination	
3.	Support the compilation of evidence for inclusion-related accreditations.
Equality Impact Assessments	
4.	Act as the first point of contact for Equality Impact Assessment enquiries across the Service.
5.	Coordinate the Equality Impact Assessment process and maintain associated records.
6.	Manage and maintain the EqIA inbox within agreed response times.
7.	Provide guidance and practical support to staff completing Equality Impact Assessments.
8.	Review submitted assessments for completeness and identify areas requiring further consideration.
9.	Ensure compliance with Equality Impact Assessment requirements and agreed timescales.
10.	Support the development of guidance, templates and resources to improve the quality and consistency of Equality Impact Assessments.
Staff networks and I CARE Allies	
11.	Support staff networks and the I CARE Allies programme to help develop an inclusive workplace aligned to the Inclusion annual delivery plan and People, Culture and Leadership Strategy.
12.	Encourage colleague participation and engagement across staff networks and the I CARE Allies programme.
13.	Gather feedback and identify opportunities to improve employee experience and inclusion through relevant networks, including station visits where appropriate.
14.	Work with staff networks and I CARE Allies to plan and deliver events, communications and learning opportunities that promote inclusion and belonging.
Diversity calendar, learning and inclusive resources	
15.	Support the collaborative creation and promotion of the Service's diversity and inclusion calendar, supporting activity linked to key awareness and cultural events throughout the year.
16.	Signpost colleagues to inclusive training and resources across the Service.
17.	Maintain attendance records, training trackers and certificates for relevant inclusive training.
18.	Promote webinars, learning opportunities and inclusion resources.
19.	Liaise with Corporate Communications to publicise training and awareness activity across the Service.
20.	Support colleagues to engage with equality, diversity and inclusion learning opportunities.
21.	Maintain inclusive training and learning pages on the intranet to ensure staff have access to up-to-date resources.
22.	Carry out any additional responsibilities as reasonable and appropriate, as agreed with line manager.
Special Notes or Conditions:	
1.	AF&RS requires all staff and leaders to promote equality and diversity by: • ensuring that, both in your dealings with other employees and with members of the public, you comply with all aspects of the Service's Equality Policy and legislation that outlaws discrimination; • treating members of the public and other AF&RS staff with respect, dignity and in line with the expectations determined by our Service values at all times; and taking action

	when witnessing an act that could be considered discrimination or harassment, challenging it and/or raising with managers.
2.	This role is based at Police & Fire HQ in Portishead. Although you are based at a specific location, for efficiency or other business reasons we may require you to travel to and/or work from any base within AF&RS service area or work from home, for which we will pay allowances where appropriate.
3.	If based at Police and Fire Headquarters, this is a secure site and therefore appointment to this post may be subject to passing the required vetting process.
4.	Many posts in AF&RS are hybrid-working with the facility to work from home and from an AF&RS work-base. Your manager will confirm if this applies to this post.
5.	Your job may involve working out of normal office hours, for which mutually agreed compensatory time-off will be given.
6.	Your job may involve you dealing with highly confidential and sensitive information. It is essential that you ensure this information is held and processed securely and that you act with tact and discretion at all times and comply with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Confidentiality must be maintained, even after leaving this post or AF&RS employment.
7.	You should maintain an awareness of environmental regulations in relation to the remit of your role. All employees have a responsibility to carry out their duties in an environmentally-conscious way and to actively support AF&RS's Environmental Strategy, Policy and objectives.
8.	You must ensure you maintain an awareness of Health and Safety Regulations relevant to the duties and tasks you carry out and report any situations or incidents which could be considered hazardous. You have a responsibility for your own safety and must not endanger that of colleagues/visitors in the workplace or the public.
9.	There may be times when you are required to wear specific clothing suitable to the type of work you are undertaking. This may include AF&RS branded corporate clothing (for example when representing AF&RS externally), or protective clothing for the work being carried out, as deemed appropriate by your line manager.
10.	All AF&RS posts require a standard DBS check, with a few defined roles requiring an enhanced DBS check. This post is subject to a standard DBS check. These DBS checks will be renewed throughout employment.
11.	Safeguarding is the duty of every member of staff at AF&RS: as a public authority we have a responsibility to ensure that the adults and children we interact with are kept safe from harm.

Avon Fire & Rescue Service – NFCC Core Code of Ethics:

We are in the process of embedding the principles of the Core Code of Ethics, on joining the service you will be involved in co-creating what these principles mean to us.

Putting our communities first
Integrity
Dignity and Respect
Leadership
Equality, diversity, and inclusion (EDI)

Signed confirmation that this Job Description accurately reflects the requirements of the job:

Job Holder's Manager		**Date**	

Signed agreement to carry out the responsibilities of this Job Description, and of acceptance of NFCC Code of Ethics:

Job Holder		**Date**	

See following page for Person Specification…

Person Specification					
Job Title	**Inclusion Support Officer**				
Post Number	**3412**				
Grade	**HAY 8**				
Qualifications, knowledge, experience, skills and personal attributes required for the job:					
		E=Essential D=Desirable	**Measured by: A = Application T = Test I = Interview**		
			A	**T**	**I**
Qualifications/Knowledge:					
Awareness of equality, diversity and inclusion, including a willingness to continue developing knowledge and confidence in this area.		E	X		X
Understanding of the Equality Act 2010, the Public Sector Equality Duty and relevant equality, diversity and inclusion responsibilities, or willingness to develop this knowledge.		E	X		X
Hold, or be willing to complete, Equality Impact Assessment training.		E	X		X
Level 3 qualification or equivalent occupational qualification in a relevant subject such as Human Resources, Organisational Development, Organisational Change Management, Culture Change, or Equality & Diversity.		D	X		X
Willingness to complete relevant inclusion, compliance, EqIA or accessibility training as required.		E	X		X
Awareness of how Equality Impact Assessments can support fair, transparent and inclusive decision-making.		E	X		X
Understanding of the importance of accurate records, evidence and documentation in supporting inclusion activity and compliance.		E	X		X
Awareness of accessibility and inclusive learning principles, including the need to make resources easy to find, understand and use.		E	X		X
Hold a full, valid driving licence, as driving is an essential requirement of the role due to the nature of the duties and the need to travel to various locations as part of the job.		E	X		
Experience:					
Experience of working with local communities, teams or stakeholders, either in a paid, voluntary, educational or lived experience capacity.		D	X		X
Experience of coordinating information, records, meetings, learning activity or simple processes.		D	X		X
Experience of using digital systems, email, documents or spreadsheets to organise and share information.		E	X		X
Willingness to build confidence in supporting colleagues with Equality Impact Assessments, staff networks, learning activity and inclusion resources.		E	X		X

Skills:				
Good communication skills, with the ability to provide clear and supportive information to colleagues.	E	X		X
Good organisational skills, able to work proactively and independently with good attention to detail.	E	X		X
Good digital literacy and IT skills, including confidence using Microsoft 365, Outlook, Teams and SharePoint Intranet pages.	E	X		X
Ability to handle information sensitively, confidentially and respectfully.	E	X		X
Ability to follow guidance, apply simple processes and ask for support when needed.	E	X		X
Curiosity, empathy and a commitment to learning about inclusion, accessibility and equality duties.	E	X		X
Personal Attributes:				
Willingness to accept and work to the NFCC Core Code of Ethics during the course of employment.	E	X		X
Adaptable with a flexible approach to work, to meet business needs.	E	X		X
Able to work effectively both individually and as part of a team.	E	X		X
Professional in conduct.	E	X		X
Strong stakeholder ethic with customer orientated approach.	E	X		X
Committed to undertake relevant training and continuous professional development opportunities.	E	X		X