



## JOB DESCRIPTION

**Title:** Head of Equality, Diversity and Inclusion

**Reports to:** Chief People Officer

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### Context

At the Royal Ballet & Opera our people are as varied as the jobs they do and we think this difference is one of our strengths. Electricians, stage teams, apprentices, armourers, wigmakers, fundraisers, digital and technology professionals, ushers, performers, the one thing we all have in common is a commitment to excellence, so we are all different, but the same.

Equality, diversity, and inclusion are integral to our role as a national arts' organisation. We value our people and believe everyone has a right to be treated with respect. We are committed to providing a harmonious working environment with equality and opportunity for all.

### Main purpose of the job

We are looking for an exceptional individual to play a pivotal role in refreshing and bringing into action our ED&I strategy in all its facets – creative, audience, staff, artists and freelancers.

The Head of Equality, Diversity, and Inclusion (ED&I) will lead the organisation's strategic initiatives to promote a diverse and inclusive workplace for all. This role involves developing and implementing policies, programs, and practices that foster a culture of equity and respect for all employees. The ideal candidate will have a deep understanding of ED&I principles, strong leadership skills, and the ability to influence organisational culture. Your expertise will be instrumental in ensuring that EDI and wellbeing are at the heart of everything we do.

### Main Responsibilities

- **Strategy Development:** Refresh and implement our comprehensive ED&I strategy aligned with our values, principles and priorities.
- **Policy Creation:** Develop and revise ED&I policies, ensuring compliance with legal requirements and best practices.
- **Cultural Change –** Driving change to shape the RBO's culture.

- **Training and Education:** Create and deliver training programs to enhance awareness and understanding of ED&I issues among all employees.
- **Data Analysis:** Monitor and analyse workforce data, employee feedback, and other data to measure the effectiveness of ED&I initiatives and identify areas for improvement.
- **Reporting:** Prepare and present regular reports on ED&I progress to senior leadership.
- **Stakeholder Engagement:** Collaborate with a senior steering group and in partnership with our staff and artist diversity network groups to achieve commitment and buy in and with the Artistic companies and other functions, including HR colleagues to deliver in practice.
- **Community Outreach:** Build partnerships with external organisations to enhance diversity recruitment and community engagement efforts.
- **Conflict Resolution:** Address and mediate issues related to discrimination, bias, or harassment in the workplace.
- **Continuous Improvement:** Stay current with trends, research, and best practices in ED&I to inform organisational strategies.

## PERSON SPECIFICATION

### Essential Skills, Attributes and Experience

- Masters level degree/Level 7 qualification or equivalent experience in a relevant field
- Evidence of continued professional development, particularly in relation to equality, diversity and inclusion expertise.
- Proven experience in leading and delivering ED&I initiatives from inception, in a complex organisation.
- Strong knowledge and understanding of ED&I principles, key legislation, ED&I professional networks, and best practices.
- Excellent interpersonal, communication, and presentation skills.
- An adaptable, collaborative and persuasive leadership style and approach that will inspire the trust and commitment of others, with strong communication, negotiation and influencing skills, adept at building relationships at all levels,
- Excellent organisational and project management skills, and ability to balance competing pressures, deadlines and demands effectively as well as self-manage.
- Strong analytical thinking and problem-solving skills and experience in data analysis and reporting.

- Passion for creating a positive and inclusive workplace using strategies for eliminating racism, discrimination and exclusion.
- Ability to handle sensitive situations with discretion and professionalism.
- Cultural competency and a commitment to fostering an inclusive workplace
- Commitment to delivering a high-quality service and high standard of work

*Note: This Job Description reflects the current situation. It does not preclude change or development that might be required in the future.*

