

HR Equality, Diversity, & Inclusion (EDI) Officer

Department: Compliance

Reporting Structure: Reports to HR Compliance Manager

Salary: £3,500/ £42,000

Location: Oldbury

Work hours: 9:00 - 17:00

Summary:

Proffer Solution Ltd is seeking a dedicated and experienced HR Equality, Diversity, & Inclusion (EDI) Officer to join our esteemed staffing and recruiting organization. The HR EDI Officer will play a pivotal role in promoting and implementing strategies that foster an inclusive workplace culture and ensure equal opportunities for all employees and candidates within our organization. This position will involve collaborating with various departments to assess the current diversity landscape, identify areas for improvement, and establish initiatives that encourage a diverse workforce. The ideal candidate will possess a deep understanding of EDI principles, exceptional communication skills, and the ability to influence stakeholders at all levels. As an HR EDI Officer, you will be responsible for creating and managing programs that support underrepresented groups, facilitating training sessions, and conducting audits to measure progress toward our diversity goals. Our commitment to fostering a diverse and inclusive environment is paramount, and your expertise will be critical in driving these efforts forward. Join our team and help us build a workplace where everyone is valued and empowered to contribute their unique perspectives and experiences.

Responsibilities:

- Develop and implement EDI strategies aligned with the organization's goals.
- Conduct audits and assessments to monitor diversity metrics and progress towards EDI objectives.
- Facilitate training and workshops on diversity, equity, and inclusion for staff at all levels.
- Collaborate with HR and management to create inclusive recruitment and retention practices.
- Serve as a resource for employees, providing support and guidance on EDI-related issues.
- Engage with community organizations and networks to promote diversity initiatives and outreach.
- Prepare reports on EDI progress, including recommendations for continuous improvement.

Skills:

- Proven experience in HR or EDI roles, preferably within the staffing and recruiting industry.
- In-depth knowledge of EDI principles and best practices.
- Strong communication and interpersonal skills, with the ability to engage diverse audiences.
- Experience in developing and delivering training programs focused on EDI.
- Ability to analyze data related to workforce diversity and identify trends.
- Proficient in using EDI-related tools and software to track and report on progress.

Qualifications:

- ✓ Bachelor's degree in Human Resources, Sociology, Business, or a related field.