Inclusion Lead information pack:  
ICB Inclusion Leads

August 2024

# Summary

This appointment pack provides information about the role(s) of Inclusion Lead at NHS Humber and North Yorkshire Integrated Care Board (the ICB).

It includes:

1. [Introduction and background to the role](#_Introduction_and_background)
2. [Eligibility criteria](#_Eligibility)
3. [Role outline](#_Key_Responsibilities)
4. Information on the [appointment process and timeline](#_How_to_express), including:
   1. [How to express an interest](#_Process_details)
   2. [Interview details](#_Interview_date_and)
5. [Expression of interest form](#_Expression_of_interest)

This document is fully accessible, however, if you would find it useful to receive it in a different format, please contact [emma.marshall51@nhs.net](mailto:emma.marshall51@nhs.net)

# Introduction and background to the role

The ICB’s Best Place to Work team works at system-level to improve colleague experience across the health and social care sector in HNY.  Equality, diversity and inclusion (EDI) sits within the team’s portfolio and is led by Rach McCafferty, Best Place to Work Senior Manager.

Inclusion Lead roles are offered as development opportunities and provide the opportunity to work at system-level on a workforce inclusion initiative.

# About the Inclusion Lead roles

The postholder will be responsible for the delivery of system-wide workforce inclusion projects that align with our system priorities. This role provides subject matter leadership, expertise and support to the health and care systems in Humber and North Yorkshire relating to equality diversity and inclusion (EDI).

The post holder(s) will be responsible for managing elements of the EDI strategy as part of the Best Place to Work function of the Integrated Care Board (ICB) and will work across the Humber and North Yorkshire Health and Care Partnership (system) to drive and effect change.

These roles are offered on a fixed term / secondment basis until 31 March 2025. Flexible and agile working requests will be considered and are encouraged. This role will be paid at a Band 7 Agenda for Change salary.

[Find out more about intersectionality](https://www.youtube.com/watch?v=b6qtzLolZZA&list=PLJH28kD10BEAgnMTRjdrrPL5A7nDlUo0m&index=3)\*

\*Note – this video describes non-disabled people as ‘able-bodied’ which is a term we do not use in HNY. We use ‘non-disabled’. See the [HNY Inclusive Language Guidance](https://humberandnorthyorkshire.org.uk/inclusive-language-guidance/) for more information on inclusive language around disability.

# Eligibility

The ICB is keen to hear from those who meet any of the following essential criteria:

* from an ethnically minoritised and culturally diverse background
* internationally educated
* have experience of asylum seeker or refugee status
* disabled people, those who live with a long-term condition (physical and / or mental health) and / or neurodivergent people
* a member of the LGBT+ community
* a working carer

We’re particularly keen to hear from staff network chairs, staff network members and existing members of the HNY Inclusion Assembly, but this is not a barrier to application.

The roles would suit colleagues who are currently up to band 7 (NHS Agenda for Change) or equivalent and full support will be provided. The roles would be part-time but we will work with successful candidates to ensure flexibility around existing shift patterns or other requirements, full-time would also be considered.

Roles are offered on a temporary basis as secondments or on a fixed term contract and 2-3 opportunities are available.

**Line manager agreement is essential.**

Role outline

# Key Responsibilities

* Provide leadership and co-ordination across the health and care system in key priority areas such as allyship, inclusion literacy, EDI data or supporting internationally educated colleagues.
* Lead and deliver meaningful and sustained engagement with partners in outcome-focused equality work and develop partnership working with key stakeholders.
* Participate in relevant internal and external working groups / projects and initiatives to provide EDI information, advice and expertise.
* Supporting the Internationally Educated Talent and Development programme.
* Aligning your work with our workforce inclusion priorities, as agreed by the HNY Inclusion assembly. You will also hold a seat at the Assembly and will share your work regularly with members.
* Present information and issues, explaining highly complex issues, to a wide range of internal and external stakeholders.
* To support business cases, service specifications and performance monitoring systems for proposed service changes from an EDI perspective.
* To develop, propose and implement improvements to policies and processes that impact within and beyond own area.
* To represent the People Directorate as required at both internal and external events.
* Prepare and produce concise yet insightful communications for dissemination to senior stakeholders and a broad range of stakeholders as required.
* Lead and facilitate relevant workshops and presentations as required.
* Provide analysis, judgement and expertise regarding situations which may have unique characteristics and where there are a number of complicated aspects to take into account which do not have obvious solutions.
* Present the outcome of monitoring information highlighting any issues, to a wide range of internal and external stakeholders.
* Undertake and project manage specific projects as agreed.

Appointment process

# How to express an interest

Eligible colleagues are invited to apply for the Inclusion Lead role by completing and submitting the [expression of interest form](#_Expression_of_interest) (later in this pack and provided separately).

Please complete your form and send it by email to [emma.marshall51@nhs.net](mailto:emma.marshall51@nhs.net).

If you would find a different way to apply more accessible, for example, sharing your application using video, please get in touch using the email address above and we’ll support you.

**The closing date for expressions of interest is 5pm on Monday 2 September 2024.**

# Process details

Key steps of the appointment process are as follows:

|  |  |
| --- | --- |
| **Date** | **Process stage** |
| Wednesday 14 August | Appointment process opens |
| Monday 2 September 2024, 5pm | Closing date for expressions of interest |
| Wednesday 4 September 2024 | Interview invitations issued, including:   * Interview questions * MS Teams calendar invite |
| Monday 9 September 2024 | Panel interview via MS Teams |
| Friday 13 September 2024 | Notification of outcome |

## Interview date and location

Interviews will be held remotely via MS Teams on Monday 9 September 2024.

## Interview panel

Successful colleagues will be interviewed by the following panel members:

| **Panel member details** | **Photo** |
| --- | --- |
| Emma Marshall (she/her)  Head of Culture and Transformation  NHS Humber and North Yorkshire ICB | A white woman with dark, bobbed hair and black glasses wearing a black top. |
| Jade Jenkins (she/her)  Best Place to Work Senior Manager  NHS Humber and North Yorkshire ICB | A white woman with shoulder length blonde hair wearing a black, green and pink sleeveless dress. |
| Rach McCafferty (she/her)  Best Place to Work Senior Manager  NHS Humber and North Yorkshire ICB | A woman with purple, pink, turquoise, blue and blond hair wearing glasses and a black turtle neck. |

## Reasonable adjustments

We are keen to support all interested and eligible colleagues throughout the appointment process.

We will take the following steps to ensure we are inclusive throughout:

1. Detailed and accessible information pack
2. Names, pronouns and photographs of all interview panel members provided
3. Details of the following will be provided to successful applicants on Wednesday 4 September 2024:
   1. interview questions
   2. MS Teams calendar invite

If there are any further steps we can take to ensure this process is equitable for you, please email [emma.marshall51@nhs.net](mailto:emma.marshall51@nhs.net) and we’ll support you.

# Expression of interest form – Inclusion Lead

## Your details

|  |  |
| --- | --- |
| **Category** | **Your information** |
| Name: |  |
| Pronouns: |  |
| Job title: |  |
| Team: |  |
| Department / directorate: |  |
| Organisation: |  |
| Your preferred working pattern and hours: |  |
| Line manager’s name: |  |
| Line manager’s email: |  |

## Eligibility\*

| **Criteria** | **Your answer** |
| --- | --- |
| Are you a minoritised colleague as listed in the eligibility criteria? | Yes  Nos |
| Do you have your line manager’s permission? | Yes  Nos |
| Do you agree to the responsibilities outlined for this role? | Yes  Nos |
| Are you committed to working intersectionally, advocating for minoritised colleagues from all backgrounds as well as being informed by your own lived experience? | Yes  Nos |
| Do you commit to upholding the HNY Inclusion Assembly’s values and behaviours? | Yes  Nos |

\*If you have answered ‘no’ to any of the questions above, you may not meet the eligibility criteria. For an informal chat, please contact Emma Marshall [Emma.Marshall51@nhs.net](mailto:Emma.Marshall51@nhs.net).

## Why you are interested in becoming an Inclusion Lead

| **Please write a brief statement about yourself and why you are interested in the role of Inclusion Lead (no more than 250 words)** |
| --- |
|  |

## Your skills and experience

| **Please tell us about the skills and experience you will bring to the role of Inclusion Lead (no more than 250 words)** |
| --- |
|  |

## Your interests and what you’d like to work on

| **Please tell us about the areas you’re interested in working on and your motivations for focusing on these areas (no more than 250 words)** |
| --- |
|  |

## Your development

| **Please tell us how you think the role of Inclusion Lead could support your development and what you hope you get out of this opportunity (no more than 250 words)** |
| --- |
|  |

## 7) About you and your lived experience

The role of Inclusion Lead is designed to provide a development opportunity for minoritised colleagues.

We are asking the questions below to help us understand the diversity profile of colleagues who apply for this role, to ensure we’re offering equitable access to minoritised colleagues.

We have intentionally used the eligibility criteria in these questions, so as not to request more information than is necessary.

| **Criteria** | **Your answer** |
| --- | --- |
| Are you from an ethnically minoritised and culturally diverse background? | Yes  Nos |
| Are you internationally educated or have experience of asylum seeker or refugee status? | Yes  Nos |
| Do you consider yourself a disabled person, do you live with a long-term condition (physical and / or mental health) and / or are you neurodivergent? | Yes  Nos |
| Do you identify as a member of the LGBT+ community? | Yes  Nos |
| Are you a working carer? | Yes  Nos |

# Submitting your expression of interest

Please submit your completed form by **5pm on Monday 2 September 2024**. If you would find a different way to apply more accessible, for example, sharing your application using video, please contact Emma Marshall at [emma.marshall51@nhs.net](mailto:emma.marshall51@nhs.net) and we’ll support you.