

Job Description

Role: Equality, Diversity & Inclusion (EDI) Officer

Reports to: Inclusion and Learning Manager

Management responsibility: n/a

Place of work: As a public-facing organisation, regular presence in the agreed common contractual SCRA office base for the HR team is required, with travel to other offices as needed. SCRA operates an agile working policy enabling hybrid working subject to operational need.

Organisational Context

The Scottish Children's Reporter Administration (SCRA) is an independent statutory body at the heart of the Children's Hearings System, working alongside partners to protect Scotland's most vulnerable children and young people. Rooted in [SCRA's Values](#) of being **supportive, child-centred, respectful and accountable**, our culture is built on compassion, fairness and inclusion.

We recognise that meaningful equality, diversity and inclusion are essential to delivering a children's-rights-based, trauma-informed service. The EDI Officer contributes to this by helping ensure our workforce, practice and organisational culture respect and value the experiences and identities of all colleagues, children, young people and families.

Role Purpose

The primary purpose of the EDI Officer role is to deliver a professional, responsive and inclusive EDI service that strengthens SCRA's ability to meet its statutory duties and uphold the rights and needs of both its workforce and the children, young people and families we serve.

The postholder leads the operational delivery of EDI activity across the organisation, ensuring high-quality advice, coordination and practical support that embeds inclusive practice, supports compliance with the Equality Act 2010, Public Sector Equality Duties, the Human Rights Act 1998, the UNCRC (Incorporation) (Scotland) Act 2024, and other relevant legislation, and enhances our culture of fairness, belonging and respect.

The postholder delivers day-to-day operational EDI activity while also supporting strategic decision-making through evidence, professional advice and insight. The role promotes a culture of fairness, dignity, belonging and respect in line with SCRA's values.

Role Summary

The EDI Officer plays a key role in ensuring that equality, diversity and inclusion are meaningfully integrated across SCRA's systems, processes and culture. The role requires a blend of professional EDI knowledge, analytical skill, and the ability to communicate sensitively and effectively with people from diverse backgrounds. An understanding of intersectionality, and how overlapping identities shape experiences of inclusion and exclusion, is essential to the role.

The postholder will work collaboratively with Localities, HR, Practice, Organisational Development and corporate colleagues to support operational improvement, drive inclusive behaviours, and ensure that equality considerations are embedded in both workforce and service-delivery activity.

The role requires initiative, professional judgement and the ability to handle confidential and sensitive workforce or case-related information in line with GDPR and organisational safeguarding requirements. As with all roles in SCRA, the postholder is expected to role-model inclusive, respectful and compassionate behaviour consistent with our Inclusive Leadership Standards & Behavioural Framework. [\[Inclusive...Framework | Word\]](#)

The postholder works collaboratively across functions, influencing inclusive practice while recognising that policy ownership and decision-making may sit with other teams.

Key Responsibilities and Core Actions

Delivering EDI Activity

- Coordinate and monitor delivery of SCRA's EDI Action Plans across Localities, Head Office and corporate functions, ensuring progress is reflected in SCRA's Mainstreaming Report.
- Lead on statutory equality reporting, including the collection, analysis and accessible presentation of workforce and service-delivery equality data.
- Provide high-quality EDI advice that enables managers and colleagues to embed inclusive practice in day-to-day work, decision-making and service delivery.

Operational Support and Inclusive Practice

- Support the development, continuous improvement and activity of Inclusion Ambassadors, Locality and Head Office EDI Leads, and staff networks.
- Maintain and develop EDI content and resources across digital platforms, ensuring information is accessible and responsive to diverse needs.

- Work collaboratively with HR colleagues in the development and application of inclusive HR practices and procedures.
- Provide operational advice and practical support to key initiatives, including inclusive recruitment, outreach work and improvements to equality data.
- Lead and support the Equality and Human Rights Impact Assessment process, guiding colleagues in assessing impacts, drafting content and considering the needs of diverse end-users

Learning, Culture and Engagement

- Design and deliver EDI training, awareness sessions and inclusive-practice learning using a variety of approaches.
- Organise and coordinate internal campaigns, communications and themed events that promote an inclusive culture.
- Work collaboratively across functions, modelling inclusive behaviours and contributing to a respectful, supportive working environment in line with SCRA's values.

External Partnership and Networks

- Liaise with external equality bodies, professional networks, specialist partners and public-sector EDI forums to inform and benchmark good practice.
- Support Locality Reporter Managers, Reporters, Practice Teams and operational managers to consider the equality impacts of decisions affecting children, young people and families.

Further Role Information

Working at Pace

The role requires balancing proactive planning with rapid responses to emerging EDI issues and organisational priorities. This includes supporting statutory reporting cycles (e.g., Gender Pay Gap reporting, Equality Outcomes and Mainstreaming Reports) and ensuring accuracy within tight deadlines.

Collaboration and Connections

The EDI Officer works with a wide range of colleagues, external partners and specialist networks. The role requires building positive, respectful relationships, adapting communication approaches to diverse needs, and contributing to a culture of shared learning, inclusivity and continuous improvement.

Managing Change and Improvement

The postholder supports continuous improvement by identifying opportunities for more inclusive ways of working, promoting innovation, and constructively challenging practices that may create barriers for staff or service users.

Digital Competence and Administration

The postholder must be confident using Microsoft 365 tools, analysing quantitative and qualitative data, producing accessible reports, and supporting digital engagement with EDI resources. The role also requires providing advice on digital accessibility standards (including WCAG 2.2) to support inclusive documents, communications and online learning. Familiarity with accessibility tools such as screen-readers, immersive reader functions and accessible document formatting is desirable.

Knowledge, Skills, Training and Experience

- Degree-level education or equivalent relevant experience (typically gained through 3–5 years' experience delivering EDI, which may have been gained in a dedicated EDI role or through substantive EDI responsibilities within social justice, policy, community engagement or public/voluntary sector roles).
- Formal training or a recognised qualification in Equality, Diversity & Inclusion (e.g., ILM/CMI modules, CIPD Diversity & Inclusion units, ACAS/Advance HE training, or equivalent).
- Strong evidence of continuing professional development.
- Demonstrable knowledge of the Equality Act 2010, Public Sector Equality Duties and inclusive practice.
- Experience analysing EDI data and presenting findings in accessible, engaging formats, using data and evidence to inform decisions and identify risk.
- Experience supporting policy development or contributing to guidance that embeds inclusive practice.
- Skilled communicator able to engage confidently, sensitively and respectfully with colleagues at all levels and from diverse backgrounds.
- Ability to build trusting relationships, work collaboratively and contribute positively to a team culture.
- Strong organisational and time-management skills, with the ability to maintain attention to detail while managing competing priorities.
- Proficiency in Microsoft Office 365 and digital reporting systems. Ability to analyse both quantitative and qualitative equality data, identifying trends and communicating insights clearly.
- Ability to manage sensitive or emotionally challenging issues with discretion and professionalism.
- Understanding of intersectionality and how overlapping identities influence lived experience.

- Awareness of trauma informed, rights based and inclusive approaches relevant to children's services.
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Communications

Internal

All SCRA staff, including Inclusion Ambassadors, Locality and Head Office EDI Leads, staff networks, senior leadership and the Board as required.

External

Public-sector equality networks, specialist organisations, regulatory/equality bodies, training providers and wider children's-services partners.

Principal Challenge

To deliver a high-quality, professional and inclusive EDI service that supports statutory compliance, embeds inclusive practice across SCRA's workforce and service-delivery functions, and strengthens SCRA's ability to meet the needs of colleagues, children, young people and families within a complex and evolving environment.