
JOB DESCRIPTION

Job Title	D&I Business Partner
Department / Code	Human Resources / SHR
Main Purpose of Job	To lead on talent initiatives and create an effective learning framework to support business and individual development needs.
Reporting To	Talent Management Lead

Main Duties and Responsibilities

- Develop strategies for diversity & inclusion, and engagement that align with the strategic goals and objectives of the business.
- Define clear outcomes including benchmarking, trend analysis and design metrics to ensure a data-driven approach.
- Shape D&I initiatives in close collaboration with senior stakeholders to ensure close alignment.
- Analyse employee data to generate insights on employee experience and identify opportunities to improve our diversity and inclusion.
- Create and implement plans to promote diversity within F1.
- Working alongside the HR and Recruitment teams to develop strategies to attract, retain and develop a diverse talent pool.
- Lead by example, promoting and embodying a working environment that is in.
- Support the D&I / sustainability agenda in all that we create and do.
- Working with the Talent Lead to develop engagement initiatives and measure employee engagement.
- Keeping abreast of research and thought leadership in the Diversity & Inclusion field and attend related events and seminars.
- Complete all mandatory training within specified timelines
- Operate safely at all times in line with Company health and safety requirements
- Undertake other duties within your capabilities as your manager may assign to you from time to time

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Fully CIPD qualified (Level 7) 	
Experience	<ul style="list-style-type: none"> A significant understanding and experience of Diversity & Inclusion and a proven track record in this space. Successful delivery of internal and external Diversity & Inclusion events & related projects 	
Knowledge & Skills	<ul style="list-style-type: none"> A demonstrable passion for people A confident presence with excellent influencing skills Ability to successfully operate in a complex environment Strong business acumen, committed and able to make business decisions Up to date, current employment law knowledge Excellent written, verbal and presentation skills Managing successful projects 	
Personal Qualities	<ul style="list-style-type: none"> High level of credibility Good organisational skills with demonstrated ability to meet deadlines High level of integrity and ability to maintain confidentiality Flexible Team working Ability to build good working relationships 	
Other	<ul style="list-style-type: none"> Ability to work between Biggin Hill and London offices 	