**.Job description**

**Job title: Senior Disability Business Partner**

**Reporting to: Lead Business Partner**

Business Disability Forum is the leading business membership organisation in disability inclusion. We are trusted partners, working with business, Government and disabled people to improve the life experiences of disabled employees and consumers, by removing barriers to inclusion.

* We work with over 600 members employing around 20% of the UK workforce and an estimated 8 million people worldwide.
* We advise, support and encourage businesses (many of them global) to become more disability-smart.
* We influence policymakers by representing the voice of employers, disabled employees and consumers.
* We provide evidence-based thought leadership on how business affects the lives of disabled people.
* We help effect changes in business practices, products, services and policies that positively impact the life experiences of disabled people, and also benefit business.

**Our values:**

* **Purposeful** – we are focused on removing barriers to disability inclusion.
* **Evidence-based** – we are informed and driven by unique insights from our membership.
* **Respectfu**l – we are supportive and approachable.
* **Pragmatic** – we find practical solutions that business and Government can implement.
* **Responsive** – we are constantly evolving to meet our Members’ and Partners’ needs.
* **Bold**– we are thought leaders who are not afraid to challenge.

**Job purpose:**

To engage with and develop productive working relationships with the BDF membership helping to further their disability agenda over time using our knowledge, member services and paid for products where appropriate. Senior Business Disability Partners have direct responsibility for their assigned Partners.

**Key tasks and responsibilities:**

## On boarding

## Partner

* Ensure effective on-boarding of all new Partner key contacts and put in place a structured strategic plan to be reviewed informally and formally at agreed intervals.
* Meet with new Partner contacts early in the relationship.

## Relationship development – Assigned Partners

* Create an engagement and contact plan for each Partner over a duration that matches each Partner’s internal plans and manage the plan’s timely delivery.
* Act as trusted advisor and coach to support Partners as appropriate
* Identify opportunities for additional engagement outside of this plan to build the relationship, e.g., BDF events, newly released resources or Policy updates and BDF research.
* Liaise with the BDF CEO to ensure a regular flow of meetings with senior champions within Partner organisations – at least annually plus ad hoc as required.
* Identify additional stakeholders in the Partner organisation as appropriate, for example senior champions, taskforce attendees and Employee resource group chairs and ensure they are aware of and maximise the benefits and services available.
* Identify opportunities to add value to the Partner relationship e.g., by offering the CEO or other BDF colleagues to speak at Partner events or for Partners to be featured in BDF events or other resources.
* Ensure the Partner makes use of all Partner benefits including the Flexible Consultancy Service Offer, engagement in Taskforces, Networks and attendance at events.
* Responding to Partner queries and providing advice to Partners both verbal and written.

**Relationship Development – Members**

* Support the wider Membership, where appropriate, to advance their agenda, give advice and explore opportunities to provide solutions beyond the Member offer that are paid for

## Expert Delivery

* To keep abreast of disability practice to ensure consistent, high quality, thought leadership delivery, collaborate with other Senior Disability Business Partners and the wider BDF team to share changes in disability practice
* To be able to deliver all aspects of the Flexible Partner Consultancy Offer:
	+ Pre-prepared knowledge sharing and learning (with tailoring for each audience) in topics including:
		- Mental Health and Wellbeing
		- Workplace Adjustments
		- Performance Management
		- Visible and non-visible disability
		- Disability at Work
		- Disability and Customers
		- Barrier free recruitment
	+ Up to five days’ bespoke consultancy
	+ Disability Confident Level 3 Validation
	+ A full Disability Smart Audit

## Income Generation

* Identify opportunities for Partners and Members (as appropriate) to host or sponsor BDF events or activities.
* Maximise opportunities to deliver consultancy to Partners and Members as appropriate, for in-house or outsourced delivery, and write high quality proposals in support of these.
* Support, where appropriate, consulting and training services to Members

**Other:**

* To build productive working relationships with key people both internally and externally
* Use our Information System to track all engagement and business opportunities as they arise
* To work as directed by, or in collaboration with, the Leadership Team to deliver the current business plan
* To participate in quality assurance and continuous improvement activities as required
* To complete, agree with the Lead Disability Business Partner, and maintain objectives (OKR’s) and key results reviewing and updating them on a half yearly basis.
* To be familiar with and at all times adhere to BDF policies and procedures as set out in the employee handbook.
* To promote and comply with BDF polices on equality and diversity with specific reference to disability both in the delivery of services and the treatment of others.
* Any other duty as may be assigned that is consistent with the nature of the job and its level of responsibility. Any changes will be made in consultation with the post holder.

**Line management responsibilities:**

None

**Working contacts**

**Internal**

* Head of Policy & Research
* Advice Service Manager
* Head of Memberships
* Lead Disability Business Partner
* Business Disability Partner Team
* All other BDF staff as required

**External**

* Partners and Members
* Expert solution providers
* Expert practitioners

**Person specification**

We assess how candidates and post-holders meet the criteria through: application (A), interview (I) or testing (T). Adjustments will be made for all candidates throughout the recruitment process.

**Skills and Experience**

**Essential:**

* Experience of providing consultancy, training or guidance to business professionals. (A, I).
* Experience working within HR, Diversity and Inclusion or Disability inclusion specific teams (A, I)
* Demonstrable experience providing strategic direction or guiding line mangers or senior leaders on HR, DEI or Disability Inclusion in any of the following: (A, I)
	+ best practice
	+ policy guidance
	+ people management
	+ people change initiatives
* Has performed their role within a large corporate business either Private of Public sector (A, I)
* Experience of creating content for and delivering presentations. (A, I and T)
* Experienced in the evaluation of qualitative and quantitative data and creating detailed reports on findings including recommendations. (A, I)
* Demonstrable problem solving and solution-based approach (A, I).
* Able to build and maintain stakeholder relationships at all levels. (A & I).
* Project management methods (A, I).

**Desirable:**

* Experience of implementing change programmes / services into third party organisations (A, I).
* Skilled in research methods (A, I).
* Conducting research through interview or focus group settings (A, I)
* Experience of working in or with the public and/or third sector (A, I).
* Skilled in delivering consultancy and advice on disability.
* Supply chain or partner management (A, I).

**Knowledge and attributes**

**Essential:**

* Positive about learning, development and change (I).
* Customer focused (A & I).
* Able to work autonomously and within a supportive team as required. (I).
* Able to prioritise workload and work to set deadlines (I)
* In agreement with and supportive of BDF values (I).

**Desirable:**

* Experience of developing and implementing strategies or disability strategies and action plans for organisations. (A, I).
* Good understanding and experience of HR policy and procedures in relation to disability inclusion. (A, I & T).
* Good understanding of the customer experience for disabled people and how to ensure products and services are accessible. (A, I & T).
* Knowledge of disability legislation and application in the workplace (A & I).

**Qualifications – essential**

* Relevant work experience. (A & I).

**Equal opportunities**

We are committed to becoming disability-smart and an employer of choice irrespective of race (which includes colour, nationality and ethnic or national origins), sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity. The ethical and business case of ensuring that our workforce is representative of wider society is at the heart of what we do. **When we are recruiting, disabled candidates who meet all of the essential criteria will be offered an interview.**

**General terms and conditions of employment**

**Based:**

We are a hybrid workforce which means some staff live and work locally to our office in London and are expected to come into the office at least one day per week. We also have a large workforce with Homeworking contracts and are expected to come into the office 1 day per month. We are happy to discuss flexible working options with suitable candidates and will discuss any adjustment needs with successful candidates. The office is based at Business Disability Forum, Nutmeg House, 60 Gainsford Street, London SE1 2NY.

**Hours:**

9am to 5pm, Monday to Friday; 35 hours per week although we pride ourselves on having a flexible approach to service delivery and are happy to discuss flexible working options with suitable candidates.

**Length of contract:**

Permanent

**Salary:**

£40,000 pa + benefits

**Probationary period:**

Six months.

**Annual leave:**

FTE 25 days per annum plus statutory and bank holidays (usually 33 days in total).

**After 3 months:**

Workplace Pension Scheme 8% (non-contributory) of gross salary.

**After probation:**

Permanent Health Insurance.

Group Death in Service (Life Assurance 3 x Annual Salary).

Private Medical Insurance Scheme (available after probation period), or

Private Medical Cashback Scheme.

Employee Assistance Programme.

Interest free season ticket loan.

**Accessibility statement**

Business Disability Forum is committed to ensuring that all its information, products and services are as accessible as possible to everyone.

If you wish to discuss anything in regards to accessibility or if you require alternative format’s, please contact Barnaby Powell:

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