

Inclusion, Diversity & Equity Associate Director

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Company: Vertex

Location: United Kingdom

Category: other-general

Job Description

We are committed to building an outstanding, committed and passionate team at Vertex. We do our best work for patients when we foster a culture and environment where all points of view are respected and heard. At Vertex, we view inclusion, diversity and equity (ID&E) as catalysts for innovation and better decision making.

Vertex is looking for an Inclusion, Diversity & Equity practitioner to join our organization to help develop and implement best-in-class, game-changing programs and solutions that enable Vertex to educate, recruit, engage, retain, and develop a diverse pipeline of talent around the globe.

This role will be hybrid based in one of our Vertex sites in either Boston, MA or London (UK) and may require travel up to 30%.

Successful candidates will have:

- Demonstrated ability to translate best practices and research into tangible, pragmatic outcomes underpinned by metrics and key performance indicators (KPIs);

- Program and Project Management experience – designing, managing and delivering innovative ID&E programs;

- Facilitation skills, particularly around complex issues of social identity, racial equity, insider & outsider dynamics and inclusion; and

- Excellent communication, influencing and leadership skills to embed ID&E principles

throughout the organization

Key Responsibilities:

Promote and support adoption of inclusive practices; working with the ID&E team to establish key initiatives that are tailored to advance Vertex-wide ID&E goals while also supporting functional and regional needs.

Support the development and rollout of educational workshops, thought-leader/speaker programs, and tools that support ID&E focus areas, working in partnership with our Talent Development, Culture and HR Business Partner teams.

Design research-backed interventions to drive greater inclusion, diversity and equity, and disrupt bias throughout the employee experience.

Partner with the Head of ID&E to communicate insights and recommendations to senior leadership; measure, track and analyze the effectiveness of ID&E initiatives.

Partner with Corporate Communications to regularly communicate internal and external ID&E initiatives, events and progress.

Consult and collaborate with HR Business Partners and senior leaders on their ID&E dashboards to identify hotspots and create solutions to address opportunities and gaps.

Stay current with and share leading research on global ID&E initiatives and best practices.

Qualifications:

Experience in a talent-focused function such as Inclusion, Diversity and Equity, Talent Management, Talent Acquisition or Human Resources Management in a complex, growth- oriented organization.

Strong communication, influencing and leadership skills, and experience embedding ID&E principles in talent processes and throughout the organization

Experience in delivering innovative ID&E programs.

Experience working with metrics and analytics and packaging insights to inform decision-making.

Ability to translate best practices and research into tangible, pragmatic outcomes underpinned by metrics/KPIs.

Experience supporting and implementing ID&E programs and playing a consultative and facilitator role for internal teams and employee-led task forces on topics such as inclusive leadership, unconscious bias, equity, dimensions of diversity, social identity and intersectionality, etc.

Substantive project management skills and experience with/understanding of change management principles.

Strong knowledge of diversity metrics, research and analytics.

Ability to handle multiple projects and to prioritize effectively with agility, flexibility, and resilience.

Capable of building strong trusted partnerships across the HR team to drive ID&E strategies across the enterprise.

We're enabling flexibility and choice between individuals and their managers to maintain our strong culture of collaboration and ensure a daily vibrancy within our sites globally. In this Hybrid or On-Site-Eligible role, you can choose to work:

1. **Hybrid** and work remotely up to two days per week; or select
2. **On-Site** and work 5 days per week with additional flexibility.

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