

## **Senior Diversity, Equity, Inclusion and Gender Advisor (GENAD)**

**Business Unit:** Office of the Defence Forces Diversity, Equity, Inclusion and Gender Advisor (GENAD)

### **Key Driver for the Office:**

The Commission of Defence Forces Report recommended the creation of a Senior Leadership role for Diversity, Equity, Inclusion and Gender Advisor to lead on the implementation of Equity, Diversity and Inclusion strategies across the Defence Forces. The Defence Forces is seeking a passionate, motivated and driven individual interested in developing a strategic and progressive approach Equity, diversity and inclusion that will help deliver on our cultural change ambitions to become more Diverse, inclusive and more reflective of society.

### **About the Defence Forces and the Department of Defence**

**The Defence Forces (Óglaigh na hÉireann)**, is a conventional military force, organised to provide the agile and flexible force structures required to carry out all roles assigned by Government. The Defence Forces consist of a Permanent Defence Force (PDF) and a Reserve Defence Force (RDF). The former is a standing force and provides the primary capabilities for military operations at home and on military peace support operations overseas. The PDF is organised into an Army, an Air Corps and Naval Service. The RDF provides a contingent conventional military capability that is utilised to augment and assist the PDF in situations where such additional capabilities are prescribed.

**The Department of Defence** was established by the Ministers and Secretaries Act 1924 and the Act assigns to the Department “the administration and business of the raising, training, organisation, maintenance, equipment, management, discipline, regulation and control according to law of the military defence forces”.

In accordance with the Defence Act 1954, the Department comprises both civil and military elements. Defence Forces Headquarters is the military element of the Department, and is headed by the Chief of Staff (COS) who is the Minister’s principal military adviser.

Both the civil and military elements are co-located in the Department’s headquarters in Newbridge, Co Kildare. Organisational success is achieved through close civil-military engagement and collaboration across the civil and military domains and a ‘whole of Government’ perspective.

The Permanent Defence Forces currently has an approved establishment of 9,600 across its Services of Army, Air Corps and Naval Service. In addition, the Reserve Defence Forces has an approved establishment of 4,069 across the Army and Naval Service. The Department of Defence



employs c452 civilian employees to support Defence Forces' capability in military establishments around the country.

Further information on the Defence Forces is available at <https://www.military.ie>

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The Defence Forces is an 'equal opportunities employer' is and that we welcome applications from candidates from all backgrounds with relevant experience'.



## Introduction to the role

Diversity, Equity, Inclusion and Gender Advisors (GENADs) in military forces are critical to the implementation of the United Nations Women, Peace and Security (WPS) agenda, creating a more equitable and inclusive culture and enhanced organisational and operational effectiveness.

GENADs within military organisations are a relatively recent phenomenon, but over the last decade they have become an increasingly common feature of armed forces, peace operations, and other humanitarian engagements around the world. The United Nations Security Council Resolution 1325 (UNSCR1325) acknowledged the disproportionate and unique impact of armed forces on women and girls and called for the adoption of a gender perspective to consider the needs of women and girls during conflict.

Together with designated Gender Focal Points (GFPs) and other Diversity, Equity, Inclusion and Gender personnel, they comprise the GENAD capability within armed forces, responsible for facilitating the implementation of the UN WPS agenda and gender mainstreaming practices *by* militaries and *within* militaries.

GENADs play a critical role in advancing both the Women Peace and Security agenda and broader equity & inclusion ambitions within military organisations, by influencing the strategic thinking, work practices, and workplace culture.

## Role Description

Reporting to the Head of Strategic HR, and supporting the Defence Forces Chief of Staff (COS) and Defence Forces (DF) Board decision-making, the role of the Senior Diversity, Equity, Inclusion and Gender Advisor includes;

- Advising on Diversity, Equity, Inclusion and Gender perspectives are embedded into DF decision making concerning employments, deployments, policies, processes and HRM procedures.
- Supporting the Head of Strategic HR & Chair of the Organisational Cultural Standing Committee on in driving cultural change within the Defence Forces to further the process of positive change.
- Building awareness, knowledge and confidence in diversity, equity and inclusion (DEI) in recruitment and, retention, employment work practices and policies.
- Providing leadership in the promotion of diversity, equity and inclusion practices and engage and support DF personnel to create a workplace that embraces diversity, equity and inclusion, reflective of Irish society, values and norms.
- Advising on operationalising UNSCR 1325 ( United Nations Security Council Resolution 1325) though its integration in operational planning, execution of operations and missions, crisis conflict analysis, concept development, Doctrine development, Education, training and tactical and technical procedures across the Joint Force;



- Representing the Chief of Staff in developing and incorporating the military and security dimensions of the UNSC 1325 National Action Plan and their follow on integration into Defence Forces Strategy, Policy and Annual Plan development;
- Representing the Defence Forces in engaging with United Nations (UN), European Union (EU), Organisation for the Security and Cooperation in Europe (OSCE) and NATO partnership for Peace Diversity, Equity, Inclusion and Gender fora; and other relevant fora as appropriate such as the Government Oversight Group on Women Peace and Security.
- Optimizing the use of research, policy, evidence and/or data to advance issues of gender, diversity, equity and inclusion.

### Key Responsibilities

- Ensure that a gender, equity, inclusion and diversity perspective is to the fore in all Defence Forces decision making concerning employments, deployments, policies, processes and HRM procedures
- In conjunction with the Head of Strategic Human Resources review and further develop the Defence Forces Diversity, Equity and Inclusion Strategy and plan;
- Examine the functionality and future staffing of the Gender, Equity, Diversity and Inclusion portfolios; examine the staffing requirement for staff networks such as the Defence Forces Women's Network and Defend with Pride group;
- Working with others to ensure the Defence Forces is an 'Employer of Choice' through the promotion of associated cultures and practices to attract and retain talent; promote the associated culture and practices to drive and improve overall collaborative and innovative team/operational performance culture;
- Implement the DF 1325 ( United Nations Security Council Resolution 1325 ) Action Plan through supporting and coordinating the integration of a gender perspective as a critical function throughout the Defence Forces;
- In conjunction with the Organisational Culture Standing Committee (OCSC), input to organisational climate surveys to ensure a broader DEI lens is captured and in order to improve organizational awareness.
- Provide Defence Forces strategic level HQ staffs with internal and external functional reporting, including but not limited to, gender-related inputs to existing/standard reporting, i.e., DF Annual Plan strategic objectives, key performance indicator metrics, and Divisional monthly updates.



### **Essential Experience;**

- Demonstrable track record in the delivery of results and in actively promoting professional experience in the area of Gender, Equity, Diversity and Inclusion;
- Experience of managing and leading on diversity, equity and inclusion initiatives at the operational and strategic levels;
- Experience of engaging with and influencing Senior Leaders and stakeholders on issues of gender, diversity, equity and inclusion;
- Have the ability to work as part of a high performing team with proven influencing skills;

### **Desirable Skills Set**

- 3<sup>rd</sup> level qualified with a strong practical knowledge of the technical areas of diversity and inclusion gained through post graduate study or equivalent experience, such as 3 years in a gender equality organisation working on policy & strategy.
- The ability to distinguish and describe key diversity and inclusion concepts (including equity, discrimination, inclusion, exclusion, root causes and transformation);
- A knowledge of external and internal best practices in relation to diversity and inclusion in human resources.
- Be familiar, or demonstrate the ability to acquire, the latest international developments in gender methods, approaches and tools for gender mainstreaming; UNSCR 1325 and Related Resolutions, and with national and international policies or actions taken to implement these resolutions and with standardised NATO gender policies
- Experience coordinating and liaising with government and state agencies.
- Have completed an International training course relevant to the area of Gender/human security with a recognised external civilian or military institution.

### **Recruitment Mechanisms:**

This appointment will be filled by Direct Entry competition, advertised by PAS on publicjobs.ie and by the Defence Forces on www.military.ie

The selected individual will be commissioned to Colonel Rank on induction, reflecting the significance, seniority and breadth of the role accountabilities.

This Direct Entry competition will be open to both internal Defence Forces and external candidates.



Terms and conditions will take account for any Defence Force or existing Public Servant candidate being successful in their application. Different terms and conditions may apply if you are a currently serving civil or public servant.

### **1. Selection Process**

- a. The GENAD appointment is open to both internal Defence Force personnel and external (civilian) candidates. The successful candidate will be selected by an interview board comprising of two members of the Defence Forces, one external subject matter expert and an external independent Chair. (4 Board Members)
- b. The appointment is a 5-year appointment subject to a 12-month Probation period.
- c. The selection process comprises two parts:
  - i. The Board will review candidate application forms (attached), resume and recommend a short list for interview.
  - ii. The Board will conduct a competency based interview informed by the candidate application form and resume.
- d. The successful applicant will hold the rank of Colonel.
  - i. If the successful candidate is an external candidate (Direct Entry), he/she will be commissioned to Colonel.
  - ii. If the successful candidate is a Defence Forces internal applicant, he/she will retain Colonel rank (if currently at that rank) or be promoted to the rank of Colonel (service specific), as applicable.

### **2. Terms of the appointment:**

- a. The Successful Candidate will be appointed to rank of Colonel;
- b. The Senior Diversity, Equity, Inclusion and Gender Advisor (GENAD) will be based in the office of Strategic HR, which is headquartered in Newbridge, Co Kildare.
- c. The appointment for the specific post of GENAD will be for a 5-year term.
- d. On conclusion of the 5-year term, the outgoing GENAD, if determined, shall be subject to the qualifying criteria at the time for future appointments and/or subsequent promotion competitions.
- e. The successful candidate (if not existing Military) will not be required to perform operational or military duties.

### **3. Rates of pay and allowances associated with this appointment:**

- a. The appointee will be paid the relevant rate of pay for a Colonel Rank.



## Key Competencies for the Role

<b>Leadership &amp; Strategic Direction</b>
<ul style="list-style-type: none"><li>• Leads the team, setting high standards, tackling any performance problems &amp; facilitating high performance</li><li>• Facilitates an open exchange of ideas and fosters an atmosphere of open communication</li><li>• Contributes to the shaping of Departmental / Government strategy and policy</li><li>• Develops capability and capacity across the team through effective delegation</li><li>• Develops a culture of learning &amp; development, offering coaching and constructive/supportive feedback</li><li>• Leads on preparing for and implementing significant change and reform</li><li>• Anticipates and responds quickly to developments in the sector/ broader environment</li><li>• Actively collaborates with other Departments, Organisations and Agencies</li></ul>
<b>Judgement, Analysis &amp; Decision Making</b>
<ul style="list-style-type: none"><li>• Identifies and focuses on core issues when dealing with complex information/ situations</li><li>• Assembles facts, manipulates verbal and numerical information and thinks through issues logically</li><li>• Sees the relationships between issues and quickly grasps the high level and socio-political implications</li><li>• Identifies coherent solutions to complex issues</li><li>• Takes action, making decisions in a timely manner and having the courage to see them through</li><li>• Makes sound and well informed decisions, understanding their impact and implications</li><li>• Strives to effectively balance the sectoral issues, political elements and the citizen impact in all decisions</li></ul>
<b>Management &amp; Delivery of Results</b>
<ul style="list-style-type: none"><li>• Initiates and takes personal responsibility for delivering results/ services in own area</li><li>• Balances strategy and operational detail to meet business needs</li><li>• Manages multiple agendas and tasks and reallocates resources to manage changes in focus</li><li>• Makes optimum use of resources and implements performance measures to deliver on objectives</li><li>• Ensures the optimal use of ICT and new delivery models</li><li>• Critically reviews projects and activities to ensure their effectiveness and that they meet Organisational requirements</li><li>• Instils the importance of efficiencies, value for money and meeting corporate governance requirements</li><li>• Ensures team are focused and act on Business plan priorities, even when faced with pressure</li></ul>
<b>Building Relationships &amp; Communication</b>



- Speaks and writes in a clear, articulate and impactful manner
- Actively listens, seeking to understand the perspective and position of others
- Manages and resolves conflicts / disagreements in a positive & constructive manner
- Works effectively within the political process, recognising & managing tensions arising from different stakeholders perspectives
- Persuades others; builds consensus, gains co-operation from others to obtain information and accomplish goals
- Proactively engages with colleagues at all levels of the organisation and across other Departments// Organisations and builds strong professional networks
- Makes opinions known when they feels it is right to do so

#### **Specialist Knowledge, Expertise and Self Development**

- Develops and maintains skills and expertise across a number of areas that are relevant to their field and recognised by people internal and external to the Department/ Organisation
- Keeps up to date with key departmental, sectoral, national and international policies and economic, political and social trends that affect the role
- Maintains a strong focus on self-development, seeking feedback and opportunities for growth

#### **Drive & Commitment to Public Service Values**

- Consistently strives to perform at a high level
- Demonstrates personal commitment to the role, maintaining determination and persistence while maintain maintains a sense of balance and perspective in relation to work issues
- Contributes positively to the corporate agenda
- Is personally trustworthy, honest and respectful, delivering on promises and commitments
- Ensures the citizen is at the heart of all services provided
- Is resilient, maintaining composure even in adverse or challenging situations
- Promotes a culture that fosters the highest standards of ethics and integrity

