

Job Title – Diversity & Inclusion (D&I) Manager**Job ID – 216****Division – HSL HR****Location – London, One Creechurch Place**

Hyperion was established in London in 1994 and today is a leading, international insurance group with over 4,500 employees in 38 countries. Employee ownership is at the heart of our business and is key to attracting and developing the best talent in the market.

We have four business divisions:

- Howden: the world's largest international independent retail broker. Together with Howden One, its global specialist insurance broking network, it comprises over 10,000 professionals, operating in more than 80 territories
- RKH: the largest producer of insurance premium to Lloyd's, the world's leading specialist insurance market, and a leading producer to many of the world's largest specialist insurers
- DUAL: the specialist underwriting arm of the Hyperion Insurance Group, is the world's largest international underwriting agency and Lloyd's largest international cover holder.
- Hyperion X: our newest division of the group, it will develop key areas of data, analytics and digital platform delivery.

By working closely with our clients to deeply understand their needs, we are able to develop solutions that are truly best-in-class. We choose to be specialists rather than generalists, so that we have the expertise required to solve even the most complex challenges. Our entrepreneurial approach promotes innovation, integrity and a constant focus on delivering the best solutions for our clients.

Role Definition

Hyperion Insurance Group is seeking a Diversity & Inclusion Manager to lead the development and roll out our diversity and inclusion strategy. This will be done in-conjunction with a programme to reinforce the company's values and overall strategy as part of the 25th anniversary of our creation. Initial objectives will include benchmarking of the Group's current diversity & inclusion status, a full stakeholder analysis, as well as defining our D&I strategy and short/long term actions.

Key Responsibilities / Accountabilities

- In collaboration with key stakeholders, develop an overall D&I strategy and milestone action plan, supported by a set of key success factors which will be achieved
- Liaise with the Corporate Communications team and HR Director to ensure the D&I strategy and actions are in line and embedded in the Group's overall strategy and values
- Support business leaders in developing and executing their own diversity and inclusion goals aligned with the Group's strategy
- Launch and create the support process for the Employee Resource Groups (ERGs)
- Support the operation of the ERGs
- Creation of an annual calendar of events and training for employees
- Work with the Groups employees to encourage them to participate in these initiatives (both new and existing programmes)
- Work closely with the Human Resources Business Partners, CSR Manager and other key internal stakeholders

- Work closely with Corporate Communications to create a communications plan to raise awareness and visibility of diversity & inclusion activity
- Partner with external support groups and organisations to create a deep network both within the Insurance sector and broader industry
- Coordinate the meetings of the Diversity & Inclusion Committees, including assisting with the follow-ups
- Liaise with Marketing, HR, Recruitment, Learning and Development, Finance, IT, Legal and other teams to ensure Diversity & Inclusion activities and policies are embedded within and supported by these key business services across the firm
- Updating of and maintaining of the internal intranet pages with current stories and forthcoming initiatives, reviewing content of external website and drafting various other content and communications
- Develop and maintain a log of Diversity & Inclusion activities around the firm, coordinate an annual reporting exercise, assist with benchmarking and drafting of award submissions
- Raise the profile of the Diversity & Inclusion initiatives internally and externally to increase awareness and participation
- Support with the management of the Diversity & Inclusion budgets
- Work with the CSR team in developing the firm's inclusion, pro bono, community, charitable and environmental projects and initiatives
- Keeping abreast of external D&I initiatives, reading and researching best practice – in particular ethnicity-focused diversity – and putting forward proposals, initiatives and ideas for review

Knowledge and Experience

- Experience of having led diversity programmes and initiatives across complex multi stakeholder global business groups, which have delivered cultural and behavioural change
- Have a genuine and demonstrable passion and enthusiasm for Diversity and Inclusion
- A confident and persuasive communicator (verbal and written), with the ability to adapt the style of communication as appropriate to the audience
- Resilient and able to challenge and persuade senior stakeholders in the face of resistance
- Ability to quickly build relationships at all levels and influence, persuade and educate
- Demonstrable experience of succeeding within complex business environments
- Self-starter with a can-do attitude
- Ability to exercise discretion and sensitivity
- Demonstrable experience developing, leading and implementing strategic projects
- Possess excellent knowledge of D&I best practices and how they link to HR practices and Corporate Social Responsibility
- Confident in interpreting quantitative and qualitative data and communicating conclusions in a clear and compelling way
- Organised and efficient, able to manage multiple projects and competing priorities

The company operate a stringent employee referencing and verification process when we on board new joiners (temporary or permanent), which means if you are offered a role with us we will ask you to make honest and open declarations about your past employment, qualifications, financial history and credit/debt history. It can mean that offers of employment may be withdrawn if information is found which is not satisfactory to us.

Any unsolicited CV's/candidate profiles submitted through our website or to employees of Hyperion Services Limited outside of the HR function are considered property of Hyperion Services Limited and are not subject to payment of agency fees. In order to be an approved Recruitment Agency/Search Firm for Hyperion Services Limited, a formal Hyperion Services Limited agreement must be signed by an authorised member of Hyperion Services Limited HR function. CV's must be submitted according to our candidate submission process, which includes being actively engaged on the particular search, if the candidate submission process is not followed, no agency fees will be paid by Hyperion Services Limited.