

Regional EDI Officer - Role Description

CIHT Regions and Nations are run by volunteers who dedicate their time to building a local support network for transportation professionals and provide the voice of the Institution across and beyond the UK. The role of a CIHT Region/Nation is to continue to support and develop existing members through regional activities and attract a stronger and more diverse membership that is more engaged in CIHT activities.

CIHT has launched its new Institution-wide strategy that outlines how it will provide strategic leadership and support to help members develop, deliver and maintain sustainable solutions for highways, transport infrastructure and services.

The [2022+ Strategy](#) highlights what CIHT and its members do, outlines three new overarching themes and what the strategic priorities will be over the next few years.

Who is on the Committee?

The committee is usually made up of the following positions:

Chair	Recruitment Officer
Vice-Chair (<i>one or more</i>)	Communications Officer
Honorary Treasurer	Emerging Professionals Chair
Honorary Secretary	4 -15 elected Committee Members
Programme or Events Coordinator	A maximum of 3 co-opted members
EDI Officer	

What is involved?

The role of the EDI Officer is to:

- Embed EDI as a standard committee meeting agenda item – this can be sharing updates or examples of good practice and using appreciative inquiry with regional members to effect positive change.
- Share contacts with CIHT's EDI Manager / Panel for any potential event/webinar speakers
- Share examples of good practice in your committee with CIHT's EDI Manager
- Promote self-reporting of diversity dimensions and experiences
- Promote increased uptake of EDI related CIHT learning opportunities

CIHT needs members who can help deliver its EDI strategic priorities:

- Embed EDI as integral to the mission and vision of CIHT through encouraging wider member participation in all aspects of governance and ensuring there are no barriers to membership and professional education.
- Become recognised as the EDI leader in our sector, influencing culture and behaviour and showcasing EDI best practice in action.
- Use diverse role models and best practice examples to change the perception of the sector and support an increase in representation across all areas of diversity
- Improve and increase inclusive EDI education opportunities through CIHT, in addition to ensuring inclusivity of skillsets for the future.
- Drive impact across the industry through facilitating collaboration with key partners, peers and SMEs to support sector-wide EDI progress. We are looking for a range of members who are willing to use their skills, knowledge, and experience to assist CIHT.

About you

This role will suit members with a strong commitment to highways and transportation and CIHT's strategic objectives and vision - progressing EDI across the sector and in relation to your region/nation, either through lived experience or as an ally.

What's expected of you?

- Time commitment will vary depending on the input(s).
- This role is for a one-year term with the opportunity to stand again. Further details on terms of office can be found in the [regional handbook](#).
- We expect our EDI Officers to demonstrate a commitment to ongoing Professional Development as required of all members of CIHT.

All CIHT Regional EDI Officers should:

- Act in the interests of the CIHT, irrespective of any commitments to other organisations or groups or any personal interests.
- Declare any potential conflicts of interest and seek advice from CIHT if necessary.
- Adhere to relevant CIHT Regional Handbook, CIHT policies, procedures, and behaviours.

What's in it for you?

The chance to be part of an enthusiastic team of professionals and make a real difference to the highways and transportation profession and communities in which we live and work.

The opportunity to:

- Help shape the future development of CIHT and the sector
- Support the delivery of CIHT's EDI Strategy
- Expand your professional networks
- Strengthen your Continuing Professional Development (CPD) portfolio
- Learn about areas of activity outside of your expertise or scope

What support can you expect?

- Advice and guidance from CIHT staff
- Peer support from other EDI Champions
- Training, briefings, or guidance documents on relevant topics
- If appropriate reasonable travel and subsistence expenses covered in line with our policy

How to apply?

To apply, please complete the [nomination webform](#).

This must include:

- A summary of why you should be picked for the role (max. 250 words)
- Four supporting signatures from CIHT members

Once completed this will be considered by the committee and you will be put forward for the election of the role at the next General Meeting. For those unable to provide supporting signatures, please get in touch and the regional team will help (regions@ciht.org.uk).

Other Information

- The role is voluntary. Travel expenses will be met in accordance with CIHT's travel and expenses policy.
- Applicants must live or work within the Region/Nation they wish to join.
- All applicants will be required to declare any conflicts of interest and to follow CIHT's code of conduct.
- Members will be expected to abide by the General Data Protection Regulation and the CIHT data protection and security policies.

- Members will from time to time be provided with documents at various stages of development prior to their formal approval and publication, which are to be kept confidential. Members will not disclose any confidential information to an outside person or organisation.

Contact us

If you would like to discuss any of the information above or would like to speak with members of a regional committee directly, please contact the CIHT Regional Team: regions@ciht.org.uk