



About Hachette UK

Hachette UK is a creative powerhouse and the UK's second largest book publishing group. Our mission is to make it easy for everyone, everywhere, to unlock new worlds of ideas, learning, entertainment and opportunity.

We're made up of 10 autonomous publishing divisions and over 60 imprints with a rich and diverse history and an incredible range of authors. We're also the market leader in e-books and publish a range of bestsellers in audio format, the fastest growing part of our business.

Our award-winning adult publishing divisions are Orion, which won Publisher of the Year at the 2021 British Book Awards; Little, Brown; John Murray Press; Hodder & Stoughton; Headline; Quercus; Octopus and Bookouture. They publish fiction and non-fiction in digital, audio and print format, from the world's best and most diverse authors, including Brit Bennett, Candice Carty-Williams, Martina Cole, Michael Connelly, John Grisham, Stephen King, Stieg Larsson, Nelson Mandela, Stephenie Meyer, Maggie O'Farrell, Delia Owens, Ian Rankin, J.K. Rowling, Colson Whitehead and Malala Yousafzai. Hachette Children's Group publishes a wide and vibrant range of books for children across all age ranges, while Hodder Education is a market leader in resources for both primary and secondary schools.

Hachette UK is part of Hachette Livre, the world's third largest trade and educational publisher. As well as our headquarters in Carmelite House, London, and our state-of-the-art book distribution centre in Didcot, Oxfordshire, we have recently opened five new offices in Manchester, Bristol, Sheffield, Newcastle and Edinburgh. The UK region also includes offices in Australia, New Zealand, India, Singapore, the Caribbean and Ireland.

It's an exciting time to join our business because the publishing market continues to grow and thrive. The UK remains the largest exporter of physical books in the world and book adaptations for film and TV are the foundation of the UK's creative industries.

Changing the Story

People at Hachette UK are incredibly proud of the contribution publishing makes to the world and we believe that embracing diversity in all its forms is the key to creating a culture that will make us a better publisher and reach more readers. Our people can only thrive in an environment that accepts and encourages the sharing of different ideas and opinions, and we publish a wide range of voices to reach the broadest audience possible.

Five years ago, we created 'Changing the Story', a programme of strategic policies, cultural initiatives and progressive partnerships to put diversity at the heart of everything we do. It is now one of the four pillars of our business strategy and something that everyone who works at Hachette UK is involved in from the day they join.



Changing the Story has three strands:

Our People - Building a talented staff base that is representative of all readers and a culture in which everyone can thrive in their role whilst being themselves.

Our Publishing - Building an author base and publishing output that reaches more readers by representing all readers and telling stories with inclusion at their core.

Our Partnerships and Publicity - Celebrating the best of Changing the Story internally and externally to build our employer brand, and developing charitable partnerships to improve access to books and life-changing reading skills for under-served communities.

As part of 'Changing the Story', we have eight employee-led networks to foster inclusion and belonging, and to bring about ongoing change in our company and the wider industry. These include Hachette THRIVE, which supports our Black, Asian and Minority Ethnic staff and authors, Hachette Gender Balance, which works to ensure balanced recruitment and progression for all genders within the company, Hachette Wellbeing, which works towards a healthier and more supportive working environment, and Hachette Pride, which is dedicated to sharing the voices of LGBTQ+ staff and authors. Today, 1,500 Hachette UK employees are members of one or more of these networks.

Our Changing the Story Committee is responsible for approving any major new plans or initiatives and updating the Board on areas of ownership, and is comprised of our two Patrons Sharmaine Lovegrove, Publisher of Dialogue Books, and Nick Davies, Managing Director of John Murray Press, along with the heads of the three strands of Changing the Story, and our Diversity and Inclusion Manager.

The role

The Diversity and Inclusion Manager is a role that sits at the absolute heart of Hachette UK and primarily supports the people strand of Changing the Story, although is fully across the publishing and partnerships & publicity strands.

The role reports to our Group HR Director, Melanie Tansey, who joined in January 2019 with a mandate to enable us to deliver on our mission through strategic and purposeful management of our people. Melanie is a member of Hachette UK's Board, reporting directly to our CEO, David Shelley. David has put the diversity and inclusion agenda and the people agenda at the heart of the business agenda.

The Diversity and Inclusion Manager will work with Melanie to deliver programmes, policies and initiatives to ensure our workforce represents *all* readers, and to ensure a culture and working environment that enables everyone to thrive. We are looking for someone who is knowledgeable and passionate about diversity, equity and inclusion and can deliver meaningful and lasting change.

We work in a people-centric, highly creative business and the success of this role will depend on building positive relationships with our employee network co-chairs, HR team, communications team, Changing

the Story Committee, Board members, as well as colleagues right across our publishing divisions. You will need to be friendly, outgoing and empathetic, as well as highly organised and able to juggle an ever-evolving list of priorities within tight deadlines - all while maintaining a sense of humour!

What you'll be doing

- You'll oversee and support our employee networks, setting and maintaining the governance model, managing elections, ensuring their goals are aligned to our mission and the broader people agenda, amplifying their work, and dealing with any issues
- You'll lead the publication of our gender and ethnicity pay gap reports every year and create action plans for change in partnership with our employee networks and staff
- You work in partnership with our employee networks to create an action plan following the publication of our people transparency report later this year, which will show the representation of all groups of people in our staff base and where we need to improve representation of groups where we don't reflect all readers and available talent
- You'll network widely and create and nurture partnerships with organisations who build and support communities of underrepresented groups to spread the word about publishing and the opportunities at Hachette including Business in the Community, Creative Access, The Black Writers Guild
- You'll propose, consult on and draft policies to enable our culture and promote inclusion and wellbeing. Examples of policies recently introduced include our Respect & Inclusion policy, Shared Parental Leave policy, and Trans Inclusion & Transitioning at Work policy
- You'll work with our talent acquisition team on our recruitment policy and infrastructure, and help build recruitment systems and practices to attract a broad range of candidates and hire people across all roles who better represent all readers
- You'll benchmark our people practices and amplify the work of our employee networks by entering awards and listings, and you'll represent Hachette UK at diversity, equity and inclusion events
- You'll work with the wider HR team to oversee our annual traineeship, creating a high-quality programme for groups who are underrepresented in our business, advising on the process from end-to-end and supporting our trainees and managers throughout the programme
- You'll work with the Head of Talent & Development on the design of our work experience programme, ensuring we reach underrepresented groups and build a diverse talent pipeline
- Working with the Head of Talent & Development, you'll source and create training programmes to build empathy, respect and inclusion such as our Cultural Awareness training and our Unconscious Bias training
- You'll work with the Head of Talent & Development to create and steer programmes to grow and support high performing and high potential diverse staff such as our Diverse Future Leaders mentoring scheme and our Mirror Board
- You'll work to ensure our Respect & Inclusion policy is embedded throughout the company by advising and supporting staff and managers on any issues with empathy and sensitivity

- You'll work closely with our Internal Communications Manager to amplify the activity of our networks and promote and celebrate their work internally through our quarterly network newsletter, the monthly Hachzette and all-staff emails for the highest profile stories, and you'll support the communications team with external communications

These are the main requirements of the role, but it is not an exhaustive list of duties. It is intended to reflect the nature, range and context of the work, which will change over time.

About you

- You're experienced in the field of diversity and inclusion and can demonstrate change you championed and led
- You enjoy getting to know people and have experience of broad stakeholder management and building networks and trusted relationships in federal or matrix businesses
- You're a highly organised person, with the ability to prioritise and manage changing deadlines
- You're a natural problem solver and calm under pressure
- You're a good copywriter who understands the power of language to drive change