

EQUALITY, DIVERSITY, AND INCLUSION MANAGER

Job Ref: REQ230555

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Introduction and context

The University has launched a 10-year strategy, Creating better Futures. Together, which includes EDI as one of its core priorities. Following the creation of two new roles, The university has recently appointed a Pro Vice Chancellor EDI and a Director of EDI Services and is in the process of developing an Equality, Diversity and Inclusion Strategic Plan. This role will be one of a series of people helping us to move to the next stage in embedding EDI and delivering our emerging strategies through a collaborative and joined up approach. The post-holder will play a critical part in helping us to shape, prioritize, and action our equality, diversity and inclusion activities across a range of protected characteristics and other marginalized groups in the university community.

We currently hold a Bronze institutional award for Athena Swan and a Bronze award for the Race Equality Charter. We are also members of the Disability Confident scheme and are a Stonewall Diversity Champion. This role will be central to ensuring that we progress and track the action plans and commitments from each of these awards and that University activity is joined up across Schools and Professional Services in doing this.

Job Description

Job Grade: Management and Specialist Grade 7

Job Purpose

The overall purpose of the job is to help the university to prioritise and deliver its equality, diversity and inclusion (EDI) ambitions. The job duties below refer to activities that will either be led by or supported by the post holder. This means that the post holder will lead this work for a range of projects but will also support larger-scale projects which will be led by a senior leader within the institution.

We expect this role to develop and change in line with equality, diversity and inclusion priorities and there will be opportunity for the post holder to help to shape the role as we progress along this journey. At this stage our approach will focus on understanding and improving the lived experience of staff and students to create an inclusive environment in which to work and study across both our campuses.

The postholder will also be responsible for advising relevant staff and governance bodies on compliance with the Equality Act, other legislation related to equality and Public Sector Equality Duty.

Job Duties

Supporting EDI strategic priorities

- To work with various EDI leads and lead a growing team to coordinate the collaborative activity necessary to support the integration of the university's strategic aims and principles in relation to EDI.
- To work with key colleagues in all areas to promote a culture of understanding and awareness of EDI good practice.
- To ensure the implementation of the university strategy, especially core strategic plans with an EDI component.
- To lead and support the delivery of activity and projects that will systematically identify and eliminate structural barriers, processes and practices which are discriminatory (based on data and feedback).
- To lead and support the delivery of activity that will address institutional 'hot spots' i.e., Local areas where there is a concentration of discriminatory practice/attitudes resulting in reports of harmful /traumatic experience (based on data and feedback).

Culture, collaboration, communication

- To network effectively and build constructive working relationships with relevant colleagues across the university.
- To work collaboratively across the University to:
 - provide specialist advice on EDI matters.
 - lead/support the delivery of activity which contributes to creating a long term, sustainable anti-discriminatory culture through increased engagement, community development and awareness raising (both internally and externally)
 - lead/support the delivery of activity that will improve the lived experience of staff and students with protected characteristics and others who are particularly marginalised in the university community.
- To provide a contact point between the EDI Sub-Committee, EDI Advisory Forum, Staff Networks and EDI Directors, Committees or Champions in Schools and Services to align activities to the University EDI priorities.
- To work closely and collaboratively with the Access and Participation Manager and Access and Participation Sub-Committee to ensure that priorities and initiatives that impact on the University's Access and Participation Plan are coordinated, communicated, and appropriately governed.
- To co-ordinate the provision of appropriate training for staff and students to support the implementation of EDI policies, procedures and practice.
- To help the university to establish meaningful links and partnerships with EDI organisations in the local community.

Legislation and action plans

- To provide specialist advice on and support activity which is required for the university to be compliant with legislation related to EDI e.g., statutory reporting requirements relating to EDI, the Equality Act 2010 and the Public Sector Equality Duty and to include Equality Impact Assessments.
- To advise on and coordinate activity which the university has already made a significant commitment to such as, including but not exclusive to, Charter Marks e. g. Athena Swan, Race Equality Charter
- To advise on and support activity which focuses on marginalised groups and people with protected characteristics who are hitherto underrepresented in EDI action plans.

Governance, data analysis and evaluation

- To prepare and present papers for EDI-SC and University Committees as required providing updates on initiatives and policy developments as well as performance against targets.
- To act as Secretary to Committees and Working Groups identified by the EDI Leads
- To manage a central EDI budget.
- To provide the connection between the EDI-SC and the EDI Data Team¹

- To work closely with the EDI Data Team to contribute to the ongoing development of required EDI datasets to inform strategic decisions across the organisation.
- To work with relevant colleagues to review and develop a framework for the use of sensitive data across the organisation ensuring that data is used ethically and with appropriate methodology and that all activity is compliant with data protection legislation.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the Director of EDI Services.

Line manager to EDI Officers and EDI Coordinator

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

| Area | Criteria | Stage |
|----------------------|--|---------|
| Experience | Substantial professional experience of working in EDI in a complex organisation providing specialist advice and direction to senior managers | 1 |
| | Experience of operating and coordinating tasks across functional structures | 1, 2, 3 |
| | Experience of interpreting legislation and applying it in a complex organisational context | 1, 3 |
| | Experience of managing staff or demonstrated ability to manage staff | 1 |
| | Experience of Leadership and negotiation | 1, 2 |
| | Experience of analysing and presenting data | 1, 2 |
| | An experienced communicator who is able to give and receive constructive challenge and feedback; and who can effectively deploy a range of reading, writing and presenting skills to ensure the right information is delivered in the right way and time | 1, 2, 3 |
| Skills and abilities | Able to communicate passion for Equality, Diversity, and Inclusion with a focus on action. | 1,2,3 |
| | Ability to communicate effectively with a range of stakeholders including the ability to hold courageous conversations | 1,2,3 |
| | Detailed knowledge and understanding of The Equality Act 2010 and the Public Sector Equality Duty to ensure all activities adhere to the legal obligations. | 1,2,3 |
| | Ability to judge when proposed initiatives, activities or analyses might raise ethical, methodological or data protection issues. | 2, 3 |
| | Ability to professionally challenge and influence staff and senior managers. | 2, 3 |
| | A developed awareness of institutional racism and how to take an anti-racist approach. | 1,2,3 |
| | Awareness and sensitivity to the impact of intersectional marginality or discrimination in an institutional setting | 1,2,3 |
| | Extensive working knowledge of standard office IT applications, and competence in the use of software likely to be needed in the role, including survey and data gathering, analysis and reporting tools | 1 |

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| | Collaborative attitude and approach, with an ability to build positive supporting relationships with colleagues and external stakeholders, whilst also able to work autonomously with limited management direction. | 1, 2, 3 |
| | Excellent organisational skills, to manage a team including both direct and indirect line reports. | 1 |
| | A willingness to work within a diverse community and maintain political awareness of EDI issues (global and local) | 2, 3 |
| | A willingness to complete the essential training offered by the University. | 1 |
| Qualifications | First degree (or equivalent experience). | 1 |
| Other | Compliance with relevant University policies. | 1 |
| | A commitment to equality and diversity with the ability to role model, adhere to and advocate Equality and Diversity policies | 1 |

Desirable Criteria

| Area | Criteria | Stage |
|----------------------|--|-------|
| Experience | Experience of working within a Higher Education setting | 1 |
| | Experience of developing and/or delivering training | 1 |
| | Experience of Committee servicing and/or familiarity with governance structures | 1 |
| | Previous experience of dealing with ethical, methodological and data protection issues in an EDI or related context. | 1 |
| | Experience of managing budgets | 1 |
| Skills and abilities | Familiarity with relevant data protection legislation including GDPR | 1 |

Conditions of Service

The position is full-time and open-ended. Salary will be on Management and Specialist grade 7 from £44,414 to £52,841 per annum, at a starting salary to be confirmed on offer of appointment. Subject to annual pay award.

Loughborough University is committed to allowing its employees to work dynamically with a combination of working on campus and remotely, where possible. This has been identified as a role that could work dynamically and, if successful, your line manager will discuss these informal arrangements with you.

The appointment will be subject to the University's Terms and Conditions of Employment for staff grades 6 and above, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Applications

The closing date for receipt of applications is **11 June 2023**. Interviews will be held on Monday, 27th June 2023. If you are invited for interview, details of the interview stages and process will be sent to you by 16th June 2023 or before.