



## Job Description

General Details	
Job title:	Head of Equality and Diversity (CS17/001)
School/Service:	Corporate Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Grade/Salary:	Grade 8
Date Prepared:	June 2017

Job Purpose
<ul style="list-style-type: none"><li>• The main focus of the role will be to lead the promotion, communication and delivery of the Equality, Diversity and Inclusion agenda at the University.</li><li>• To develop, monitor and promote policies, practices and procedures to ensure compliance with our public sector equality duties and support the University's key externally accredited equality programmes such as RECM, Athena SWAN and Stonewall.</li><li>• To advise staff and students on equality and diversity matters and ensure organisational compliance with equality legislation through the achievement of the University Equality Objectives.</li><li>• To provide high-level, professional and expert/specialist advice to the Board of Governors, Executive and senior managers across all Schools and Services.</li><li>• To raise the profile of the University as an organisation at the forefront of best practice in Equality and Diversity through involvement in appropriate networks.</li></ul>

Relationships	
Reporting to:	Chief Operating Officer
Responsible for:	None

Other Key Relationships:      Senior Leadership Team  
   School SMT  
   Service SMT  
   Human Resources & Organisational Development  
   Student and Academic Services

## Main Activities

- 1) To work in collaboration with the Senior Leadership Team to develop, implement and embed the University's Equality and Diversity Strategy in accordance with current legislation.
- 2) To develop new and revised Equality, Diversity and Inclusion policies and procedures in line with the Single Equality Scheme.
- 3) To lead the process of embedding equality, diversity and inclusion principles across the University through setting appropriate standards, communicating best practice, and providing relevant training and support.
- 4) Provide high level specialist Equality and Diversity advice to Executive and senior managers on complex E&D issues.
- 5) To undertake and/or advise on Equality Impact Assessments as required to ensure University Policies and Procedures remain compliant with the Equality Act 2010 and the Public Sector Equality Duty.
- 6) To evaluate the achievement of the University Equality Objectives and School/Service equality action plans and report on progress to a range of different audiences.
- 7) Work in partnership with staff and students to support the delivery of University equality-related programmes of work and initiatives such as Athena SWAN, Race Equality Charter Mark, Stonewall Champions and BAME attainment.
- 8) Maintain a thorough understanding of all equality legislation, regulations and codes of good practice, interpreting any changes in legislation and determine how these will impact on the university, communicating any necessary actions to staff and students as appropriate.
- 7) Work in partnership with senior managers on diversity performance through the sharing of statistical data and assessing the impact of equality and diversity policies and actions on working practices and evaluating progress against internal targets and external benchmarks to Faculties and Services.
- 9) Lead and champion equality, diversity and inclusion, raising awareness through

presentations, professional development activities, and training/educational activities to fulfil the University's public sector equality duties.

10) To work in partnership with HR colleagues on Equality Impact Assessments during programmes of change to ensure all protected characteristics are supported.

11) Promote the University's involvement in national and regional equality initiatives and external projects in order to enhance the University's reputation as an employer and education provider of choice.

### **Special Conditions**

Whilst the post is based at the Stoke Campus, the role holder will be required to travel between sites from time to time in a cost effective manner, which may be through the use of a car.

To be committed to working with the University to further improve the carbon footprint/environmental issues.

### **Variation to Job Description**

Staffordshire University reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

The post is subject to such terms and conditions of employment as negotiated between the Board of Governors of the University and the recognised trade unions, and/or the employees of the University. In negotiating such terms and conditions the Board of Governors will consider any appropriate advice received from the Universities and Colleges Employers Association (UCEA).

### **Application Procedure**

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user

friendly and simple to complete.

Please note that the University will not consider a Curriculum Vitae attached in support of your application and will not use this document in the shortlisting process. Consequently, we would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.



## Person Specification

**Job Title: Head of Equality & Diversity (CS17/001)**

**School/Service: Corporate Services**

*The qualifications, experience, knowledge skills and personal qualities outlined below provide a summary of what is required to carry out this job effectively. They also form the selection criteria on which a decision to appoint will be made. Please ensure that you provide evidence of how you meet the criteria in your application.*

No	Selection Criteria Description	Essential [E] or Desirable [D]	Assessed by *
1	First degree as an indicative level of educational attainment	E	A
2	Sound working knowledge and experience of all equality strands and wider diversity, equality and inclusion issues	E	A
3	Working appreciation of current and emerging EDI legislation, national initiatives and related agendas	E	I
4	Demonstrable experience of providing specialist E&D advice to staff at all levels within a complex organisation	E	A/I
5	Demonstrable experience of the development and implementation of EDI objectives, policies and supporting documentation	E	A/I
6	Experience in leading the delivery of equality related programmes of work and initiatives	E	A/I
7	The ability to assimilate both strategic and corporate perspectives and operational requirements and imperatives, often in relation to the same issue	E	A/I
8	Insightful of people, situations and organisational dynamics with the ability to negotiate and influence at all levels	E	I
9	The ability to produce written reports and presentations, involving the analysis of complex data, the assessment of the available options and the reasoned recommendations of action	E	A/I

10	The ability to make decisions in an appropriate considered and timely manner and frequently involving the use of carefully assessed judgement	E	A/I
11	The ability to assess E&D priorities and strategic work accordingly, delivering to tight deadlines	E	A/I
12	An inclusive style, including the appreciation and support of team based and collaborative working both within Human Resources, the wider University and externally	E	A/I
13	A positive, motivated, solution based outlook	E	I
14	Experience of using IT software to create on line materials for the continued development of staff on equality, diversity and inclusivity	D	A/I

<b>*Key</b>	
<b>[A] Application form</b>	<b>To be assessed against the information provided in the relevant steps of the application form and the evidence required under Section 4, 'Supporting Statements'</b>
<b>[I] Interview</b>	<b>To be assessed during the interview process including selection tests or presentation, as appropriate</b>