

## Job Description



### General Details

Job title:	Head of Equality, Diversity and Inclusion
School/Service:	Corporate Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Hours:	1 FTE
Grade/Salary:	Grade 8
Date Prepared:	May 2021

### Job Purpose

The postholder will play a key role in leading the delivery of the University's EDI agenda in supporting the transformation of the culture to a more inclusive organisation that values difference and creates a sense of belonging which will include:

- Developing and leading the University's Equality, Diversity and Inclusion Strategic Plan, priorities and Key Performance Indicators.
- Delivering the Race Equality Charter Mark and other University externally accredited equality programmes.
- Developing, monitoring and promoting policies, practices and procedures to ensure compliance with the University's public sector equality duties.
- Raising the profile of the University as an organisation at the forefront of best practice in Equality, Diversity and Inclusion through involvement in appropriate networks.
- Playing a leading role in the inclusive delivery of the University's Access and Participation Plan.

### Relationships

Reporting to:	Chief Operating Officer
Responsible for:	No staff responsibility
Other Key Relationships:	Director of Human Resources and Organisational Development Senior Leadership Team School and Service SMTs HR Business Partners 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, Diversity and Inclusion Strategic Plan, priorities and Key Performance Indicators in accordance with current legislation and provide appropriate guidance on a range of

equality, diversity and inclusion issues.

2. To develop new and revised Equality, Diversity and Inclusion policies and procedures in line with the Equality Act 2010.
3. To work with staff and students to identify key inclusion challenges and take the lead in ensuring the delivery of the appropriate workstreams and actions.
4. 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.
5. To consolidate the University's approach to 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 collaboratively work on the development, achievement and evaluation of University Equality Objectives and School/Service equality action plans and report on progress to a range of different audiences.
7. To work in partnership with staff and students to deliver the successful achievement of the University's Race Equality Charter Mark submission.
8. To play a leading role in the inclusive delivery of the University's Access and Participation Plan.
9. To support the delivery of other equality-related programmes of work and initiatives such as Athena SWAN.
10. To 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.
11. To 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 Schools and Services.
12. To 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.
13. 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 and Inclusion

**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 or equivalent professional qualification as an indicative level of educational attainment	E	A
2	Previous knowledge of higher education sector	D	A
3	Authoritative working knowledge and experience of all equality strands and wider diversity, equality and inclusion issues	E	A/I
4	Expert working knowledge of current and emerging EDI legislation, national initiatives and related agendas, policies and trends.	E	A/I
5	Demonstrable experience of providing specialist E&D advice to staff at all levels within a complex organisation	E	A/I
6	Demonstrable experience of the development and implementation of EDI objectives, policies and supporting documentation	E	A/I
7	Successful track record of delivering equality related programmes of work and initiatives demonstrating the ability to work creatively and innovatively to drive and embed change in order to achieve strategic ambitions	E	A/I
8	Exceptional communication skills with the ability to build and foster strong working relationships and negotiate and influence at all levels across the University.	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	I
10	The ability to make decisions in an appropriate considered and timely manner and frequently involving the use of carefully assessed judgement	E	I

11	Highly organised with the ability to assess E&D priorities and strategic work, accordingly, delivering to tight deadlines	E	I
12	A positive, motivated, solution-based outlook	E	I
13	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>