



Job Description

General Details

Job title:	Head of Equality, Diversity and Inclusion (CS17/001)
School/Service:	Corporate Services
Normal Workbase:	Stoke Campus
Tenure:	Permanent
Grade/Salary:	Grade 9 (£51,034 - £59,135)
Date Prepared:	June 2021

Job Purpose

The postholder will play a leading role in the delivery of the University's overall performance for equality, diversity and inclusion, acting as a champion for EDI across the University, 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 successful achievement of the University's Equality, Diversity and Inclusion Strategic Plan, priorities and Key Performance Indicators.
- Be accountable for the delivery of 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.
- Working with members of the University's Senior leadership team, to play 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 Senior Management Teams within Schools and Services HR Business Partners

Main Activities

1. To lead and be accountable for the development and delivery of the University's Equality, Diversity and Inclusion Strategic Plan, priorities and Key Performance Indicators, working collaboratively at a senior level to embed the Plan in accordance with current legislation providing 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 act as champion for EDI across the University, working with key staff and student stakeholders 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 work with identified stakeholders in driving the advancement and taking the lead in the delivery and achievement of the relevant University initiatives, projects and chartermarks including Athena Swan, Race Equality Chartermark and any other appropriate charters/institutional EDI focused action plans.
6. To play a central role in the leadership and management of the Staffordshire University Inclusion Group, providing senior professional advice to the group on key EDI issues impacting on the University and leading programmes of work with group members to further embed EDI.
7. To encourage creativity and enable effective delivery across a range of activities/campaigns to build and embed EDI by providing leadership and chairing relevant committees and meetings.
8. To work with the Executive Director of Marketing and Communications and other relevant senior stakeholders taking the lead in placing and embedding EDI centrally within the internal and external communication strategy, Values and brand development.
9. To support all University projects, including change projects and management of significant initiatives, by ensuring that EDI and values are a primary and key consideration of all activity.
10. 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.
11. 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.

12. Working with members of the senior leadership team, to play a leading role in the inclusive delivery of the University's Access and Participation Plan.
13. 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.
14. 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.
15. 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.
16. 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.
17. The role holder is required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy
18. To undertake appropriate professional development and mandatory training activities as identified or required
19. To undertake any other reasonable duties as determined by the Chief Operating Officer

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.

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

Applications for the role should be made by sending your CV to our retained consultant Basil leRoux at Berwick Partners - basil.leroux@berwickpartners.co.uk

Should you wish to have an initial confidential discussion before applying, please call Basil on 07771 516967