



## Person Specification

**Job Title: Head of Equality, Diversity and Inclusion (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 or equivalent professional qualification as an indicative level of educational attainment with evidence of continuous professional development	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 with significant experience of leading and shaping the EDI agenda.	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	Experience of Advance HE and EDI relevant Chartermarks or similar bodies within Higher Education/the UK	D	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	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	High 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>