Equality, Diversity and Inclusion Officer – Equality, diversity and Inclusion – Grade H

Job Description

Purpose

To lead the development of the university's Athena Swan self-assessment and Bronze renewal submission.

To oversee implementation of the Race Equality Charter action plan and EDI-related chartermark action plans, as co-chair of the EDI Action Plan Delivery Group, reporting to the revised EDI Chartermarks and Accreditations Steering Group and EDI Committee.

To develop and implement strategic projects to deliver the university's EDI agenda

To collaborate with Schools and Services to develop policies, processes, initiative and events as appropriate, to underpin the delivery of action plans.

To monitor and report on progress to key stakeholders.

To represent the EDI Team on working groups and Committees as required, influencing key decisions and collaborating to drive and embed change.

Duties

1. Lead the development of the university's Athena Swan self-assessment and Bronze renewal, working with external organisations and internal working groups.
2. Oversee the implementation of the Race Equality Charter action plan and EDI-related chartermark action plans, as co-chair of the EDI Action Plan Delivery Group, working with key stakeholders to deliver the evidence-based SMART action plans and reporting to the revised EDI Chartermarks and Accreditations Steering Group and EDI Committee on progress.
3. Develop and implement strategic projects to deliver the university's EDI agenda.
4. Provide expert advice, support, and guidance to committees, working groups, schools, services, and colleagues to ensure EDI is embedded into everything we do.
5. Attend, lead, and establish as required, working groups to undertake deep dives on specific EDI challenges, gathering and analysing data, researching best practice and developing evidence-based actions and interventions to address the challenges.
6. Working with the Strategic Data and Policy Insight team and owners of relevant institutional data, ensure our approach is informed by EDI data (quantitative and qualitative) and monitor and evaluate our progress on EDI.
7. Develop and maintain effective relationships and communications with key stakeholders. representing the EDI Team on working groups and Committees as required, influencing key decisions and collaborating to drive and embed change aligned with current EDI chartermarks.
8. Provide information and reports to EDI committees and working groups as required
9. Keep up to date with legislative and regulatory requirements on EDI and with developments and best practice in EDI within and outside of the Higher Education sector, ensuring UCLan learns from this to drive change.

10. Raise awareness of and increase engagement on EDI, through supporting the delivery of EDI-related events and networks and through communications and advocacy with schools, services and on working groups.
11. Undertake any other duties commensurate with the role and grade as determined by the Director of EDI.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Experience of identifying challenges or barriers to EDI and developing actions or interventions to address them (Application/Interview).
- Experience of working on professional chartermarks, accreditations or benchmarking frameworks within a large complex organisation (Application/Interview).
- Experience of working effectively with a wide range of people at all levels, with the ability to convey complex information to different audiences (Application/Interview).
- Experience of balancing multiple projects and the ability to plan and prioritise work and meet deadlines with minimum support (Application/Interview).
- Undergraduate degree qualification or equivalent relevant professional experience (Application).
- Knowledge of equality legislation and good practice relating to EDI (Application/Interview).
- Ability to work as part of a team and independently (Application/Interview).
- Good IT and collaboration skills, e.g. Microsoft Office 365 (Application/Interview).
- Ability to develop and maintain effective working relationships with a very wide range of people (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Experience of working with EDI chartermarks, accreditations or frameworks in Higher Education sector (Application/Interview).
- Experience of analysing and presenting data for a wide range of audiences (Application/Interview).
- Qualification relating to project management (Application).
- Ability to interpret and analyse data (Application/Interview).
- Understanding of data protection and confidentiality (Application/Interview).