

Job Description

Job title:	Equality and Diversity Officer
Department/School:	Office of the University Secretary
Grade:	7
Location:	Bath

Job purpose

To provide management information, data analyses and policy reports to inform planning, decision-making and resource allocation at institutional level on equality and diversity matters, which will initially focus primarily on Athena SWAN (and in future any other equality charters) and associated interaction with relevant staff in academic departments. The role will involve research, assembling and interpreting complex data, liaising frequently with central database managers (mainly HR and Academic Registry), and Business Intelligence staff in Computing Services. The postholder will provide consistent, high quality data, data visualisations and data analyses to support the University's future TEF submissions and the institutional and departmental Athena SWAN submissions. The role will also be available to support equality and diversity activity more generally, including through the holding of relevant events.

Source and nature of management provided

The Equality and Diversity Officer will be expected to work on her/his own initiative on a day-to-day basis, under the direction and line management of the Equality and Diversity Manager. When working on independent projects, the Equality and Diversity Officer will be expected to use her/his own judgement and seek appropriate expert input from other professional services as required.

Staff management responsibility

No direct line management responsibility, but some of the time of an Administrator is earmarked for support for equality and diversity events.

Main duties and responsibilities

1	Analysis of equality and diversity data and preparation of E&D reports
	<ul style="list-style-type: none"> Identify sources of information relevant to policy development affecting the University's engagement with equality and diversity and maintain an awareness of relevant national guidance, datasets and performance information (ECU, HESA, TEF metrics etc) Draft institutional responses for consideration by senior management, with particular reference to E&D performance indicators, co-ordinating specialist input as appropriate Prepare policy analyses and briefing papers for Equality and Diversity Committee, and other committees/ working/steering groups relating to equality and diversity. Help shape the University's engagement with equality and diversity such that it supports and enables its pursuit of excellence and its delivery of target performance outcomes

	<ul style="list-style-type: none"> Provide secretariat support for ad hoc policy development/working groups
2	Responsible for the assembly, presentation, analysis, communication and queries related to data for equality charters (currently Athena SWAN but may extend to race equality charter) as well as differential outcomes information for the E&D and any other relevant Committees
	<ul style="list-style-type: none"> Work with HR, Academic Registry and others to identify diverse sources of management information, internal and external, to fulfil the requirements of E&D Charter(s) including benchmarking and to enable evidence-based decision making Work with the Academic Registry to develop and analyse datasets that would help to address any differential outcomes across our diverse student population to support future TEF submissions Provide data analysis and data presentation support to departments and to the University's Athena SWAN self-assessment team, answering queries relating to data definitions, benchmarking and national ECU guidance Work with the business intelligence/analyst function in Computing Services to develop institutional data visualisation and business intelligence capability for equality data Work with colleagues across the University to enhance data capture, data quality and data verification processes.
3	Support for University and departmental self-assessment Athena SWAN teams
	<ul style="list-style-type: none"> Monitor emerging guidance, national benchmarking data and statements of good practice published by the ECU and update internal briefing documents and guidance correspondingly to enhance the success of Athena SWAN submissions Develop Athena SWAN submission 'toolkits' and standard corporate text for centrally-provided facilities/resources to reduce the burden of Athena SWAN submissions on DSATs Interact regularly with the Faculty champions and departmental self-assessment teams to support the process of departmental submissions Maintain constant awareness of the stage reached by the different departments, coordinating on common actions and facilitating good communication and coherence across the University wherever appropriate Assisting with the drafting of University submissions and reports related to them
4	Events and internal training
	<ul style="list-style-type: none"> Hold regular data workshops to brief DSATs and Faculty Champions on data availability, data quality and data definitions With the support of the Administrator and under the direction of the Equality and Diversity Manager, put on appropriate events to further the University's equality and diversity interests and support its equality charter work
	From time to time the Equality and Diversity Officer will be required to undertake other duties of a similar nature as reasonably required by the University Secretary or Equality and Diversity Manager.

Person Specification

Criteria	Essential	Desirable	Assessed by		
			A/F	I/T	R
Qualifications					
1. Educated to at least degree level or equivalent (postgraduate qualification desirable)	✓		✓		
2. A-Level Mathematics or degree qualification in numerate subject	✓		✓		
Experience/Knowledge					
1. Experience of working in an HE environment, and knowledge of current issues within the HE sector.		✓	✓	✓	✓
2. Experience of data management, and related management information systems	✓		✓	✓	
3. Experience of the analysis, interpretation and presentation of complex data and information	✓		✓	✓	
4. Experience and/or clear interest in equality and diversity	✓		✓	✓	
5. Ability to produce succinct, well-argued reports and narratives.	✓		✓	✓	
6. Experience in working independently with limited supervision, including experience in prioritising and working to deadlines	✓		✓	✓	✓
7. Experience of taking responsibility for the delivery of outcomes and ownership of projects.		✓	✓	✓	✓
Skills					
1. Excellent oral, interpersonal and written communication skills	✓			✓	✓
2. Excellent numeracy, accuracy and data analysis skills	✓		✓	✓	
3. Excellent IT skills, including advanced Excel proficiency		✓	✓	✓	
4. Good organisational, research and project management skills	✓		✓	✓	
Attributes					

1. Capacity to work flexibly and cope with competing demands	✓		✓	✓	✓
2. Independent thinker and creative problem-solver	✓			✓	
3. Enthusiastic with a positive approach to new challenges	✓			✓	
4. Willingness to acquire new knowledge and skills	✓			✓	
5. Ability to present a professional image at all times	✓			✓	
6. Ability to be flexible and deal with frequent interruptions	✓			✓	
7. Diligent, accurate and committed to delivering high quality outputs	✓			✓	

Code: A/F – Application form, I/T – Interview/Test, R – References