

Job Description

| | |
|---------------------------|---|
| Job title: | Equality and Diversity Manager |
| Department/School: | Office of the University Secretary |
| Grade: | 8 |
| Location: | Claverton Down |

Job purpose

To provide and implement solutions to complex equality and diversity challenges within the framework of relevant legislation and to ensure the provision of a high standard of advice, support and delivery across the University on the equality charters. The post holder is expected to deliver expert advice and guidance, develop and implement strategic policies, practices and action plans. The postholder also delivers training and organises conferences and other events to promote equality and diversity to staff, students and others as relevant. This is the key role within the University to ensure that we not only meet our equality and diversity obligations, but also that equality and diversity supports and enables the pursuit of excellence in all that we do. This covers all the protected groups.

Source and nature of management provided

The post holder reports to the University Secretary

Staff management responsibility

Equality and Diversity Officer (grade 7, full-time)
Indirect - Administrator (approx. 50% devoted to Equality and Diversity)

Career and Professional Development Activities

The Equality and Diversity Manager is required to be proactive and keep abreast with developments in equality and diversity across the Higher Education sector and any changes in relevant legislation, keeping up-to-date with local and national initiatives.

Special conditions

Main duties and responsibilities

| | |
|----------|---|
| 1 | Provide and implement equality and diversity advice and guidance, covering staff, students and visitors' needs with reference to relevant legislation and working collaboratively with all key stakeholders |
| 2 | Responsibility for the University's engagement with the equality charters (currently Athena SWAN, may include Race Equality Charter in the future), providing expert advice to the University's self-assessment team, faculty |

| | |
|---|--|
| | champions and departments, including on all data matters with the support of the Equality and Diversity Officer, and then leading and ensuring (through own work and that of others) its implementation |
| 3 | Act as main staff support to a range of equality and diversity committees and working groups including the Equality and Diversity Committee, Equality and Diversity Network, Harassment Prevention Working Group, Religion and belief coordinating group, Athena SWAN USAT and Network. Working groups have existed in the recent past to consider trans issues, an access audit and Staff Survey results. |
| 4 | Researching, developing and delivering strategic E+D plans, taking responsibility for key end results and ensuring that the plans support the University's mission and vision. |
| 5 | Devise, plan and implement seminars, conferences and other events to communicate equality and diversity principles to staff, students and members of the community, including a joint Equality Forum with Bath Spa University |
| 6 | Make a constructive and proactive contribution to the implementation and formulation of University policy to take into account relevant equality and diversity issues. |
| 7 | Produce reports providing advice/ creative solutions for consideration at senior university level and/or by committees to meet university accountability/obligations/ best practice and then, whenever appropriate, facilitating their implementation |
| 8 | Evaluate existing service provision, keeping abreast of feedback and broader external developments to ensure that innovative solutions are proposed to senior management. |
| 9 | Manage the provision of an outsourced mediation service |
| 10 | Attend national training and personal development events to keep abreast with equality and diversity issues |
| 11 | Attend, lead and/or develop local and regional meetings relating to the equality and diversity agenda, networking appropriately |
| 12 | Manage a budget to implement projects and related activities such as seminars, workshops and conferences etc |
| 13 | Provide training, guidance and support for staff on equality and diversity issues, where appropriate |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. | |



Person Specification

| Criteria | Essential | Desirable | Assessed by | | |
|---|-----------|-----------|-------------|-----|---|
| | | | A/F | I/T | R |
| Qualifications Educated to degree level | √ | | √ | | |
| Experience/Knowledge Several years' experience with extensive knowledge of relevant equality and diversity legislation and the practical application of it in policies, procedures and practices with demonstrable success. | √ | | √ | √ | √ |
| Experience of Athena SWAN | √ | | √ | √ | √ |
| Experience of working in higher education | √ | | √ | √ | √ |
| Experience of working with and influencing senior management | √ | | √ | √ | √ |
| Skills Think strategically and innovatively, leading and motivating others in equality and diversity issues. | √ | | √ | √ | √ |
| Experience of researching, writing and delivering strategic documentation and their supporting policies, practices and action plans | √ | | √ | √ | |
| Experience of developing innovative solutions including the development of proposals for policy and procedural development contributing to strategic planning | √ | | √ | √ | |
| Demonstrate organisational skills and the ability to liaise effectively with all levels of staff, students and others. | √ | | √ | √ | |
| Demonstrate collaborative approach and an ability to work cooperatively and effectively to deliver equality objectives | √ | | √ | √ | |

| | | | | | |
|--|---|---|---|---|---|
| Presentation skills, both verbal and written, and an understanding of skills needed in equality and diversity policy and research. | √ | | √ | √ | |
| Demonstrate experience of working with numerical data and managing budgets. | √ | | √ | √ | |
| Manage projects, work to deadlines and prioritise own workload and others. | √ | | √ | √ | |
| Staff management experience | | √ | | | |
| Attributes | | | | | |
| Show an awareness of developments in equality and diversity | √ | | √ | √ | |
| Display an ability to respond enthusiastically and appropriately to new challenges set by the university or through national developments | √ | √ | √ | √ | √ |
| Show initiative and take an evaluative and creative approach to equality and diversity | √ | √ | √ | √ | |
| Show a committed and proactive approach to equality and diversity issues and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services | √ | √ | √ | √ | |

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