

JOB DESCRIPTION

Job Title: Diversity Manager (Equalities Benchmarks)

Accountable to: Head of Diversity

Contract Length: 2 years

Hours per week/FTE: 35

Weeks per year: 52

Salary: £37,265.00 - £44,708.00

Grade: 5

College/Service: Operations and External Affairs

Location: High Holborn, Central London

Purpose of Role:

To be an Equality, Diversity and Inclusion (EDI) knowledge expert for UAL. With the direction of the Head of Diversity, undertake project management of the University's submissions to various equality accreditations, benchmarks, awards and charter marks such as the Race Equality Charter Mark, Disability Confident and Stonewall Workplace Equality Index. Develop a comprehensive University Data and Intelligence Enhancement Programme across all equality strands including both qualitative and quantitative elements using expertise in research, undertaking consultations and data analysis. Establish and co-ordinate local action plans and innovative projects that align with staff EDI strategic priorities, ensuring engagement from stakeholders across the University.

Duties and Responsibilities

Project Management

- Serve as an equality accreditations advisor to each of the University's Diversity Champions Forums.
- Co-ordinate equality accreditation meetings, liaising with members, collating and disseminating papers and following up on action points.
- Develop effective relationships with and between different departments and project leads that are contributing to equality interventions, ensuring outputs are aligned with the University's EDI priorities, have clear accountability lines and are operationally 'joined-up'.
- Assist in the development and delivery of local equality accreditation action plans, engaging and collaborating closely with Project Leads to ensure the University's constituent Colleges and Central Services, Diversity Champions, Student and Staff networks are embedding interventions in a strategic, evidence-based and systemic way.
- Working with University policy specialists, ensure the development of 'Equality Analysis' protocols for University policies are aligned with the requirements of equality accreditations.
- Serve as an effective problem-solver able to respond to issues with well-considered, practical and flexible solutions in an innovative, sometimes-ambiguous, fast-changing environment.

Analysis & Research

- Implement a programme of action to improve the quality, reliability and transparency of data relating to staff career trajectories and employee life cycles; ensuring the rationale, collection, storage and processes used for analysis aligns with the requirements of the Equality Act 2010, Higher Education Statistics Authority (HESA) and GDPR on University systems as well as potential sensitivities amongst different constituencies of staff and students.
- In conjunction with management information departments, undertake rigorous quantitative and qualitative analysis to develop University, College and Service Level Diversity reporting templates and the University's

Annual Progress Reports that can inform evidence-based recommendations for EDI strategy, projects and interventions.

- Conduct interviews, surveys, consultations and focus groups to inform and contextualise staff EDI data; evaluating good organisational practice in the University and benchmarking within the higher education and creative and cultural sectors.
- Map and develop a knowledge bank of existing and ongoing research, reports, projects, stakeholders and creative works in scope for equality accreditation; developing this further to establish the University's EDI Archive for the University's Institutional Memory Project.

Communications and Events

- Develop and co-create initiatives and events to 'tell our story' to engage students, staff and partners to contribute to the University's bids for equality accreditations.
- Publicise milestones, good organisational practice and progress through insightful and visually-engaging reports and presentations for the Diversity Team, Diversity Champions, EDI Leads, Staff and Student Networks and other relevant fora that convey the key EDI trends and issues pertaining to staff at local and university-wide level.
- Contribute to and deliver innovative staff development that supports the behavioural and cultural changes required for successful equality accreditation delivery.

Other duties

- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University by the Head of Diversity as necessary.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

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Key Working Relationships: Managers and other staff, and external partners, suppliers etc with whom regular contact is required.

- Feedback on activities and progress on equality accreditation action plans and related EDI activities to the Head of Diversity, Diversity Champions and Diversity Team members.
- Develop, maintain and leverage relationships with stakeholders across the university to progress the work of the equality accreditation action plans. Key stakeholders will include
 - Director of HR and Associate Directors of HR
 - Executive Board members, Deputy Vice Chancellors and Pro Vice Chancellors
 - Diversity Champions and their Forum members (incorporating Self-Assessment Teams)
 - Dean of Students Office
 - HR Management Information and University Central Planning Unit
 - Outreach
 - Directors and Heads of Departments
 - Staff Networks, Student and Staff Unions
 - Other HEIs and external bodies (e.g. Equality Challenge Unit, and Higher Education Statistical Agency, Leadership Foundation for HE, Higher Education Academic, Universities UK, London Higher, Arts organisations).

Specific Management Responsibilities

Budgets: N/A

Staff:

Other (e.g. accommodation; equipment):

Person Specification

Specialist Knowledge/ Qualifications	<i>Equality, diversity and inclusion specialist knowledge. ESSENTIAL</i> <i>Higher Education / Creative and Cultural Sectors - DESIRABLE / PREFERABLE</i>
Relevant Experience	<i>Project management of equality accreditations and awards. ESSENTIAL.</i> <i>Quantitative and qualitative data analysis / research / consultation experience – ESSENTIAL</i> <i>EDI staff development and events co-ordination - DESIRABLE</i>
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way - ESSENTIAL
Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy and inclusivity
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism - DESIRABLE
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives - ESSENTIAL
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups - ESSENTIAL
Student experience or customer service	Builds and maintains positive relationships with students or customers

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Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems - ESSENTIAL
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The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria