

JOB DESCRIPTION

Job title: Business Support Coordinator/ Equality, Diversity and Inclusion	Accountable to: Business Support Manager and Head of Diversity & Inclusion
Contract length: Permanent	Hours per week: 35 Weeks per year: 52
Salary: £30,777 to £37,468 per annum	Grade: 3
Service: Human Resources	Location: High Holborn
<p>What is HR Business Support? The HR Business Support Hub is a central team within the University's HR Department. The role of the Hub is to ensure the department is run efficiently and effectively by providing office management and administrative support.</p>	
<p>What is the purpose of the role? The Equality, Diversity and Inclusion (EDI) Co-ordinator will work with colleagues in the EDI team as well as stakeholders across University of the Arts London to support the promotion and enhancements of our diversity strategies and principles.</p> <p>The purpose of this role is to provide dedicated administrative support and research co-ordination to support the Head of Equality Diversity and Inclusion.</p> <p>The post holder will also be part of the HR Business Support Hub and will support a specialist function in HR to ensure they can deliver their service/objectives whilst maintaining high customer service standards. The role will also have shared duties and responsibilities for general administrative support to the HR Department</p>	
<p>Duties and Responsibilities</p> <ul style="list-style-type: none"> • At the direction of the Head of Diversity Team, to provide secretarial support to select diversity champions forums, groups and networks including confirming dates, booking rooms, liaising with members and delegates, collating papers and undertaking minutes and action points. • At the direction of the Head of Diversity Team, to provide administrative support for the Diversity Team including: responding to enquiries by post, e-mail and telephone; assisting with the organisation of meetings and other events; processing finance invoices and purchase orders; producing letters, summaries, e-bulletins and other documents; updating databases; ordering stationery and office equipment; co-ordinating workstation workplace adjustments for team members; proofing documents; and maintaining relevant filing systems and e-resources. • Take part in larger projects and lead small projects on EDI initiatives such as assisting with process revision, review of services and policy development. • Provide secretarial and administrative support to the Equality Diversity & Inclusion Groups, Race Equality Self-Assessment Team and working groups. • Provide information and support to University of the Arts employee networks and support the establishment of new networks, including planning network meetings, events and communications. • Maintain an EDI calendar of events as agreed with the Head of EDI. • To assist the EDI team with communications for the Diversity Team, updating, identifying or developing text, visual and audio content for the Diversity's Team's website, diversity reporting and relevant print and social media communications; establishing weblinks to appropriate activities and initiatives across the University and externally; and negotiating copyright and licence permissions for any content used. 	

- To deal with equality and diversity enquiries from a number of sources, resolving routine matters, and referring more complex, sensitive issues to the Head of Diversity Team using agreed team casework protocols as appropriate.
- To assist in the electronic diary management of the Head of the Diversity Team.
- To supervise any arts temps hired to assist in the implementation of any of the above duties.
- Manage and maintain the EDI central mailbox, referring enquires on as appropriate.
- Working with Marketing and Communications provide draft content for internal communications and social media on behalf of the EDI team.
- Monitor invoice flow and track budgets.
- Keeping detailed and accurate records (minutes) of meetings for distribution to all attendees within a reasonable timescale to ensure actions are identified and progressed.
- Arranging meetings and taking minutes where required.
- Checking and processing invoices and monitoring payments via the Aggresso Finance System.
- Updating budget spreadsheets and other business related trackers.
- Managing general office admin e.g. ordering stationary, sorting and distributing mail, photocopier management.
- Providing administrative support for projects.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonable requested by their line manager.

General

- To perform such duties consistent with your role as from time to time may be assigned to you anywhere within the University.
- 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 personally contribute towards reducing the University's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- 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 accordance to the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Business Support Team Leader
- Head of Equality Diversity and Inclusion
- Other Business Support Coordinators

Last updated: 25/10/2022

PERSON SPECIFICATION

Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Good standard of education evidenced by A Level, NVQ or equivalent qualification/work experience. (E) • Knowledge and understanding of issues of equality, diversity and inclusion with particular reference to the Protected Characteristics named under the Equality Act 2010. (E) • Understanding of the key equality and diversity challenges in the Higher Education Sector. (D)
Relevant Experience	<ul style="list-style-type: none"> • Active personal commitment to and involvement in EDI activities in at least one sector. (E) • Knowledge of equality legislation, good practice; some experience of practical implementation in at least one sector. (E) • Providing full administration of meetings. (E) • Report writing. (D) • Intermediate user of full Microsoft Office suite – particularly Outlook, Word and Excel. (D)
Communication Skills	<ul style="list-style-type: none"> • Excellent interpersonal skills, including the ability to establish positive and effective working relationships with staff and partners at all levels. (E) • Contributing to and maintaining corporate social media accounts such as Facebook and Twitter in an engaging, effective and responsible way. (D)
Leadership and Management	<ul style="list-style-type: none"> • Experience of supervising temporary staff and/or colleagues. (D)
Professional Practice	<ul style="list-style-type: none"> • High levels of organisation with a commitment to personal development. (E)
Planning and Managing Resources	<ul style="list-style-type: none"> • Ability to organise workload and prioritise appropriately to meet deadlines with limited supervision. (E)
Teamwork	<ul style="list-style-type: none"> • Working collaboratively across a large, complex organisation. (E)
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • The ability to proactively problem solve in a way that supports business need and the needs of stakeholders. (E)

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.

Last updated: April 2019