

Candidate Information

Position: Diversity and Inclusion Officer
School/Department: Diversity and Inclusion
Reference: 21/108601
Closing Date: Monday 8 February 2021
Salary: £33,797 - £40,322 per annum.
Anticipated Interview Date: Friday 19 February 2021

JOB PURPOSE:

To provide specialist EDI policy advice, guidance and training to staff in Faculties/Schools/Departments/Work Units throughout the University.

To provide specialist EDI support to colleagues in Research and Enterprise in respect of Research Excellence Framework (REF) and funding applications, compliance and reporting.

To ensure EDI is embedded in all staff activities across the University and that all related statutory obligations are met.

To review, develop and implement best practice Equality, Diversity and Inclusion (EDI) workplace policies, outreach, communications, marketing, charter and EDI staff training activities.

To plan and ensure progress of the Unit within established professional procedures and clearly defined University Policy.

MAJOR DUTIES:

1. To keep fully up to date with changes and developments in NI equality legislation and GB/NI/ sectoral (HE) EDI best practice, providing support, guidance and specialist EDI advice to staff, management and HR colleagues across the University.
2. To assist with the implementation and monitoring of the University's Equality Scheme/Action Plan and the preparation for Institutional and/or individual School/Department Athena SWAN activity and submissions for Charter Marks, Accreditations or National Awards.
3. To ensure the effective implementation and delivery of a range of positive action measures contained within but not limited to the University's:
 - Equality Scheme and Action Plan;
 - Equal Pay Action Plan;
 - Section 75 Annual Progress Report and Action Plan;
 - Disability Action Plan;
 - Article 55 Action Plan;
 - Commitments under the Social Charter.
 - Research Excellence Framework (REF) activity;
 - Applications for Research Funding Applications including funding compliance and reporting requirements;
 - Charter compliance and submissions including but not limited to
 - Stonewall (LGBT+),
 - Athena SWAN (Gender Equality),
 - Race Equality Charter (Race/Ethnicity),
 - Disability etc;
 - Mental Health and Wellbeing Activity.
4. To assist staff tasked with carrying out workplace Equality Screening and Equality Impact Assessments.

5. To provide detailed analyses on a wide range of data and produce progress /management reports as required for senior management to ensure the University meets its statutory obligations under NI equality legislation and to inform future policy development.
6. To organise and deliver outreach and engagement encouraging staff attendance and the promotion of good relations between people of different backgrounds.
7. To assist with responding to Complaints/Data Protection/Freedom of Information/Media/Press requests in relation to diversity and inclusion issues.
8. To assist with any staff investigations which have EDI related issues including but not limited to informal/formal grievances and harassment complaints.
9. To participate in and/or lead assigned short term projects or contribute to larger University-wide projects as part of a project team to support the achievement of project objectives.
10. To service, support and attend any relevant Committees or Working Groups (as identified by the Head of Unit) which contribute to strategy and the development of appropriate/relevant workplace policies and practices. This may include the preparation of papers for various Committees.
11. To regularly review office systems and procedures, ensuring compliance with Data Protection requirements and to update, develop and maintain a centralised filing system/all necessary registers.
12. To support networks for all groups with protected characteristics under Section 75 (eg Staff LGBT Network; Carers Network; Disabled Staff Network).
13. To assist with the maintenance/development of the Unit's website and Social Media Channels.
14. To undertake any other responsibilities assigned by the Head of Unit.

Planning and Organising:

1. To work largely autonomously and to develop and determine own workflow/activity in order to meet deadlines (long and short-term) targets and turnaround times.
2. To keep the Head of Diversity and Inclusion fully briefed on workload/activities each week; reporting any risks to targets not being met/objectives being delivered.
3. To prioritise and manage workload adapting to unexpected/unforeseen work activities which may be introduced from outside of the Unit's scheduled work plan.
4. To liaise with academic and professional services colleagues to ensure the delivery of the Unit/ Directorate's key objectives and targets throughout the 12 month business cycle.
5. To plan and organise the delivery of specific projects with an appreciation of longer term issues to complement and feed into broader operational plans.
6. To assist with developing Outreach and Engagement Plans designed to effectively engage with hard to reach/identified minority or under-represented groups; monitoring the effectiveness of any approaches and reporting same to senior management.
7. To assist with developing Communication Action Plans designed to effectively communicate with a wide variety of stakeholders, both internal and external, using a wide range of communication channels including social media; monitoring the effectiveness of any approaches and reporting same to senior management.

Resource Management Responsibilities:

1. To contribute to resource and budget planning within the Diversity and Inclusion Unit where appropriate.
2. To manage (including overseeing the performance management and development of) clerical/support staff and any Inclusive Employment Scheme placement ensuring that their contributions are maximised.

Internal and External Relationships:

1. To represent the Unit, HR Directorate and University at a range of internal/external meetings, conferences and public engagement events, assisting with the delivery of key messages and raising the awareness of the University's commitment to diversity and inclusion.
2. To assist with consulting and engaging with key stakeholders, both internal and external including but not limited to senior management, trade unions, staff association groups, minority groups and the Student's Union.
3. To develop relationships with statutory bodies, community and voluntary organisations and other higher education institutions to share and learn from best practice.

ESSENTIAL CRITERIA:

1. * A relevant University Degree or a relevant equivalent professional qualification AND a minimum of 3 years' recent, relevant EDI or similar HR related experience OR A minimum of 4 years' recent relevant experience in an EDI or similar/ related HR role.

2. * Associate membership of CIPD (CIPD) or above.
3. * Demonstrable relevant experience to include:
This will include demonstrating:
 - A demonstrable understanding of employment and/or NI equality legislation and its practical application.
 - Experience in Equality Screening and undertaking Equality Impact Assessments.
 - Developing and delivering positive EDI action measures and/or related initiatives within the workplace.
 - A proven track record of working as part of a team providing advice on workplace/HR/EDI policies and delivering training.
 - Proven experience of manipulating, analysing and interpreting EDI issues and/or complex statistical information; reporting on same to Senior Management.
 - Experience of communications, marketing and preparing submissions for external Charters and Awards.
4. Excellent IT skills with the ability to manipulate, analyse and interpret data, preparing reports which will inform decision making.
5. Excellent oral/written, communication, interpersonal skills.
6. Well-developed analytical and problem-solving capability and a proven ability to innovate in their work. Attention to detail with highest standards of accuracy.
7. Ability to communicate with and influence people at all levels both internally and externally.
8. Evidence of well-developed planning and organisation capabilities.
9. Ability to work effectively as part of a multi professional team.
10. Some occasional travel may be required.

DESIRABLE CRITERIA:

1. Experience of promoting EDI issues in a higher education or wider community environment.
2. Experience of preparing for organisational submissions to meet statutory compliance under Northern Irish equality legislation.
3. Experience in developing, delivering and evaluating equality and diversity policies.
4. Proven advanced skills in the following software or equivalent - Excel; Access; Report Writing, Infographics.
5. Experience of developing and delivering training/presentations, workshops or seminars to a range of audiences.