Job Description – Senior EDI Adviser

About the Role

Contributing to the development and implementation of the University’s equality, diversity and inclusion strategy (EDI), supporting the Senior Diversity, Inclusion and Wellbeing Manager, by providing specialist advice on equality issues and a high level of professional support to deliver a range of equality benchmarking/charter applications. The role holder will be required to deliver EDI information, working independently to provide analysis and interpretation of data, effective benchmarking and clearly communicating trends and key messages.

Key Responsibilities

1. Work with the Senior Diversity, Inclusion and Wellbeing Manager, to deliver against the Diversity and Inclusion action plan for the University as well as proactively identifying key equality issues which need to be addressed across all the protected characteristics.

2. Work independently to provide written analysis and interpretation of data, identify trends and clearly communicate key messages.

3. Gather data from multiple, sometimes disparate, sources across the university and ensure these are fit for purpose.

4. As a recognised specialist, provide advice and guidance on complex and sensitive equality questions to colleagues and senior managers, ensuring that the University complies with its legal obligations, protecting it from reputational damage. Undertake key pieces of research as required by senior managers to inform the University's diversity and inclusion agenda.

5. Support the Senior Diversity, Inclusion and Wellbeing Manager by project managing institutional equality benchmarking/charter mark submissions, which could include Athena SWAN, Race Equality Charter, Stonewall. This will require:

   - Planning and prioritising for each stage of the process, ensuring that all Self-Assessment Team members understand their responsibilities and are prompted as required to deliver on time
   - Taking personal responsibility for overseeing specific parts of each project including contributing to writing some sections of applications
   - Liaising with key stakeholders across the University including Planning & Strategy Office, People Services Systems, the University Secretary's Office, Marketing and Communications, in order to gather the appropriate data and evidence for applications
• Taking a central role in working with post-application Implementation Teams and individuals across the University to ensure that forward action plans are delivered on time.


7. Support Schools in submitting Athena SWAN applications (and other D&I benchmarking exercises which may arise). This will require:
   • Providing and sourcing specialist support for them (on focus groups, data, etc.) as required
   • Ensuring that the timetabled agreement of support offered to Schools over the lifecycle of the Athena SWAN application process is followed
   • Continuing to develop the current Athena SWAN SAT into a community of practice, which shares best practice, and which provides a useful resource to Schools wanting to participate in Athena SWAN (including non-STEM Schools)

8. Support the Senior Diversity, Inclusion and Wellbeing Manager by leading on other specific D&I projects, sharing knowledge across the wider team and playing a supporting role on D&I projects led by others in the team.

9. Contribute to and produce the statutory Annual Diversity Monitoring Report with respect to staff and coordinate its submission with that for students.

10. Attend committees, such as the EDI Steering Group and the Athena SAT amongst others, as the Diversity & Inclusion representative, or on behalf of the Senior Diversity, Inclusion and Wellbeing Manager. Actively participate in these committees, supporting their work by providing expert advice on current D&I considerations.

**Skills and Experience**

• In-depth knowledge of equality and diversity issues regarding both staff and students, including knowledge of relevant legislation

• Experience of researching, applying and promoting equality, diversity and inclusion policies and initiatives and sharing best practice

• Demonstrable ability to build relationships with key stakeholders and decision makers

• High-level written and oral communication skills

• Strong interpersonal skills

• Good MS Office skills, particularly using Word and Excel

• Experience of planning, prioritising and organising own work or resources and
proactively working with others to achieve team objectives

- Strong analytical/statistical skills
- Demonstrable ability to use initiative and creativity to resolve problems, identifying practical and suitable solutions
- Commitment to and understanding of equal opportunities issues within a diverse and multicultural environment

Desirable criteria;

- Strong track record of progressing equality, diversity and inclusion for staff and students in higher education
- A degree (or equivalent)
- Prince 2 certification (or equivalent)