Job Description - EDI Project Officer

About the role

We are seeking an experienced and highly capable Project Officer to support the work of Charters and Benchmarks in delivering the University’s Equality, Diversity and Inclusion priorities.

You will be primarily responsible for proactively supporting the Senior EDI Manager (Charters, Insight and Students) to manage the University’s submission to the Race Equality Charter (REC), and developing and co-ordinating a range of engagement and insight activities (for example presentations, research, reports, workshops and focus groups) related to race equality for stakeholders across the University.

Based within the University’s EDI team in the Vice-Chancellor’s Office, you will also work closely with colleagues from faculties, schools and professional units in addition to committees, steering groups and networks. There is much to do in the EDI team, and you will also be supporting the wider work of the University’s equality charters and benchmarks.

Key responsibilities

- Proactively support the EDI Senior Manager in development and delivery of equality charters, benchmarking and projects, including working with the Self-Assessment Teams in support of preparation of the submissions and action plans.

- Through good project management methodologies manage and ensure timely delivery of the University’s charter project plans and drive continuous improvement.

- Drive progress of the project plan and completion of the Charter submission by building and maintaining effective working relationships with colleagues and stakeholders across the University.

- Continuously develop your own and other stakeholders understanding of the accreditation requirements for charters.

- Build and maintain excellent relationships with colleagues across the University.

- Design and co-ordinate events such as workshops and focus groups sessions. Note this may require travel to OU regions and nations.
• Using a range of data and sources, including desktop research, contribute to the development of evidence-based papers, policies, briefing notes, presentations and reports.

• Proactively contribute to the effective outcomes of the team and committees by providing executive support including being a first point of contact for enquiries in relation to Charters and submissions, attending relevant meetings, preparing agendas and papers, diary management and note taking.

• Work with Communications partners to develop and deliver appropriate and timely communications plans and engagement with staff and students throughout the lifecycle of the project.

• Drive the success of the wider equality, diversity and inclusion agenda at the University with any other duties required relevant to the role.

Skills and experience

We recognise that skills, experience and knowledge are acquired through many ways and we encourage the demonstration of the following through work experience and/or relevant qualifications at RQF Level 6 (England and Northern Ireland), SCQF level 9 or10 (Scotland), CQFW Level 6 (Wales) and NFQ level 7 or 8 (Ireland).

Essential:

• Excellent organisational, project management and co-ordination skills with the ability to manage competing projects and deadlines
• Excellent and highly effective interpersonal, influencing and communication skills (both verbal and written), including compiling and delivering presentations, reports and briefings and ability to reach people with varying degrees of understanding and purposes
• Methodical and accurate approach to work with excellent attention to detail
• Ability to work well in a team and on own initiative and manage own workload
• Proven ability to develop collaborative relationships with a broad range of stakeholders
• Proven ability to problem-solve with analytical thinking and evidence-based decision making
• Knowledge and understanding of equality, diversity and inclusion and a personal and professional commitment to these
• Flexibility in style and approach, open to change and willing to engage with new systems and absorb new concepts
• Relevant work experience or qualifications at RQF Level 6 (England and Northern Ireland), SCQF level 9 or10 (Scotland), CQFW Level 6 (Wales) and NFQ level 7 or 8 (Ireland).

Desirable:

• Experience of the higher education sector
• Experience of working on equality and diversity projects
• Knowledge of race equality and an understanding of issues related to intersectionality among protected and other characteristics

If you would like further details about the role before making an application, then please email your query through to Resourcing-Hub@open.ac.uk quoting the reference number and job title.