University of Edinburgh

Job Description

1. Job Details

Job title: Equality and Diversity Manager
School/Support Department: Policy and Planning/Corporate Human Resources (50:50)
Line manager: Strategic management relationship with Principal’s Nominee and Equality and Diversity Management Board; line management shared 50/50 between the Academic Registrar and the Director of HR

2. Job Purpose

Through fresh thinking and practical action, to lead and support the development of the University’s primary equality and diversity policies in the context of the University’s Equality and Diversity Framework; to provide expert support to those with responsibilities for specific policies; and to monitor and report on the University's progress with its Equality and Diversity agenda; all in the context of future legislative and good practice developments. To network and manage relationships across and external to the University to investigate best practice and raise the profile of the University and of diversity as part of the corporate plan.

3. Main Responsibilities

1. Proactively shaping the University's Equalities and Diversity 'agenda', being primarily responsible for the drafting of specific Equality and Diversity Strategies (eg Equality and Diversity Strategy, Race Equality Action Plan), and for presenting the case for their agreement by relevant senior management groups. 15%

2. Identification and promotion of strategies and actions to ensure mainstreaming of equality and diversity throughout the organisation, including seeking out and promoting best practice from other sectors and organisations 10%

3 Development of Equality and Diversity objectives and “targets” to measure success and impact of diversity strategy and project plan. 10%

4. Network on behalf of the University to maintain and develop awareness of best practice, legislation and trends in diversity. To develop this network both inside and external to the University so it is able to become a leading employer and HE provider in terms of E&D. 20%

5. Providing expert advice and support to University officers, and departments responsible for maintaining and developing specific Equality and Diversity policies, and to others such as convenors of Equality and Diversity Committees. 15%

6. To influence and persuade officers and departments, and any department or team on any aspect of equality and diversity that may improve performance or where there are concerns over the reputation or image of the university. 10%

7. Provision of professional advice on, and where appropriate assistance with,
action in support of Equality and Diversity initiatives sponsored by responsible officers and departments

8. With the Principal’s nominee, reviewing monitoring data and reports received in relation to both staff and students and to recommend further data analysis, collection and reporting

9. Ensuring appropriate measurement and reporting of progress in pushing forward the University’s Equality and Diversity agenda generally

4. Planning and Organising
   - Planning up to three of four years ahead for strategic developments, up to five years ahead for strategic targets
   - Planning and prioritising own workload to deliver a range of outputs required quarterly/annually whilst ensuring the ability to respond to ad hoc and fluctuating levels of demands for advice from University officers, including senior management (e.g., Vice- Principals)
   - Planning is in weeks and months for most support work
   - Developing and managing a diversity project plan and using project management methodologies to implement the University’s Diversity strategy.

5. Problem Solving
   - Addressing complex interacting issues from the six strands of diversity and monitoring and managing legal and reputational risks across several areas of legislation, which are not all compatible.
   - Identifying and proposing solutions to address gaps or shortfalls in good practice.
   - Influencing and persuading those officers and departments, the senior management team, and any department or function in the department on any aspect of equality and diversity where this will improve the University’s performance or address a concern.
   - Helping others to ensure that plans are sensible and properly organised (where mainstreaming of equality and diversity activities means that real progress must be achieved mainly through change in areas for which s/he has no direct responsibility).

6. Decision Making
   - Proactively identifying when changes in policies and practices are needed or desirable
   - Determining the content of policy recommendation in light of legislation, best practice and the University’s Strategic Plan objectives
   - Shapes priorities and the E and D agenda and then implements part of it and encourages and pushes the rest of it.
   - Manages own budget and activities in student and HR areas

7. Key Contacts/Relationships
   - Advising senior management, particularly the Vice-Principal Equality and Diversity
   - Managing a network of non-hierarchical relationships in order to achieve progress and has to establish and maintain positive and effective relationships with many different stakeholders – both students and staff (including all levels of management)
   - Providing expert advice to a wide range of committee convenors and members, such as: the Equalities and Diversity Management Board; Equality and Diversity Committee; College and Support Group Committees, the Race Equality Network; Women’s Network, CMG, APC.
   - Networking extensively with specialist contacts in E and D organisations (Commissions etc) and within the HE sector internationally and within UK. Developing and maintaining
the University’s relationships with key external policy bodies, to better anticipate and translate external regulatory requirements.

8. Knowledge, Skills and Experience Needed for the Job
   - Detailed specialist knowledge of at least one Equality and Diversity area and a wide and robust knowledge of the others.
   - At least three years experience in a large or complex organisation in an Equality and Diversity related role, including experience in change management.
   - Excellent interpersonal skills, including the ability to develop effective relationships with staff and external stakeholders, and influencing skills.
   - Ability to identify and respond to issues of importance to the University on a proactive basis
   - Capacity to formulate and offer clear and practical advice on Equality and Diversity legislation and policy issues
   - High intellectual calibre, evidenced by academic qualifications (normally by honours degree or equivalent) and career achievements
   - Very high levels of written and oral expression, including presentational and influencing skills
   - IT literacy, and the ability to work under pressure and to tight deadlines

9. Dimensions
   - Equality and Diversity issues affect all staff and students in the University, both in terms of working practice and their experience of working/studying at the University.
   - Failure to properly identify policy issues requiring University action or failure to monitor effective implementation of procedures would: negatively impact student and staff experience; potentially expose the University to action under legislation; and would have potential reputational impact for the University.
   - Equality and Diversity Budgets of £10-15k pa.

10. Job Context and any other relevant information
    - The postholder provides advice in a constantly evolving legal and regulatory context, where there is high public interest (including from Funding Councils) in the University’s progress in this area.