

Post ref:	KU00003856
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## Associate Director Equity, Diversity and Inclusion Job Description

<b>School/Directorate:</b>	Human Resources
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<b>Responsible to:</b>	Chief People Officer
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<b>Responsible for:</b>	1 EDI Officer
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<b>Working closely with</b>	The University has a matrix model of delivery for EDI and this role works closely with a range of other postholders to deliver equality interventions – most particularly the Deputy Director of Human Resources, HR Manager-Policy and Projects, Director of Student Services and Success.
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<b>Grade:</b>	Grade: 9 Incremental Scale: Yes Starting Salary: £57,696	<b>Hours</b>	Full time
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<b>Role Summary:</b>
<p><i>The overarching purpose of the role is to provide strategic and operational leadership to the delivery of the University's Equity, Diversity and Inclusion Strategy; management of the EDI Officer and engagement with a range of stakeholders across the University and externally.</i></p> <p><i>Reporting directly to the Chief People Officer, you will play a leading role in delivering the University's ambitions to become an inclusive place to work and study.</i></p> <p><i>You will ensure the provision of high-quality expert advice, develop and deliver positive initiatives to enhance equity, embedding EDI across all functions of the University and facilitating a coherent and connected approach to EDI, identifying and sharing knowledge and good practice. Your deep understanding of furthering race equality will complement specialist expertise in other equalities strands within the team.</i></p> <p><i>You will play an active leadership role in the development and delivery of strategic actions and commitments to EDI, including the development and delivery of applications for institutional EDI Charter awards and associated action plans, and you will ensure that the University meets its statutory duties while promoting a values-driven approach to EDI.</i></p> <p><i>You will create an environment that allows individuals to flourish and perform at their best, and you will work effectively and collaboratively with the Chairs of the groups responsible for operationalisation of the EDI Strategy, the EDI Faculty Leads and other colleagues and SU representatives engaged in EDI across the University.</i></p>

## **Main Duties and Responsibilities:**

### **Main duties and responsibilities**

1. Lead a high-quality EDI service using a high level of expertise and communication skills to influence and provide advice, guidance and support on EDI matters to the Vice-Chancellor's Office, Heads of School, Professional Service Directors, HR, Student Services and Success and other colleagues across the University as required.
2. Develop, lead and maintain a programme of capacity-building to mainstream and embed EDI across all functions of the University.
3. Be responsible for ensuring effective support for, and delivery of, applications for institutional EDI Charter awards, as agreed by the EDI Steering Group, and monitoring of associated action plans as required.
4. Be responsible for ensuring effective and appropriate support for, and learning from, the submission of targeted departmental Athena Swan awards, including effective processes for the provision and analysis of data, and for the gathering and sharing of insights and good practice across Schools.
5. Provide support to the EDI Steering Committee co-chairs to ensure the effective delivery of the Committee's business.
6. Lead a connected and co-ordinated approach to EDI activity and support across the University, working closely with the EDI Committee Co-Chairs and EDI Faculty Leads, fostering positive relations with student groups and sabbatical officers, to share knowledge and insights and support collaboration.
7. Use data, evidence and insights to support understanding of EDI, identification of areas for attention and to monitor and evaluate the impact of initiatives and interventions.
8. Develop and deliver projects and other initiatives to drive change in support of the University's EDI strategy and commitments.
9. Ensure the University fulfils its statutory duties and responsibilities to funders in relation to equality impact assessment and EDI reporting.
10. Work with communications colleagues to ensure the effective dissemination of EDI reports and to maintain up to date, focused, and accessible EDI webpages and digital content.
11. Keep abreast of statutory requirements and guidance and undertake regular horizon scanning to proactively identify key and emerging EDI issues, providing advice and briefing notes as required.
12. Lead effective business planning and prioritisation of work, liaising with the Chief People Officer and other stakeholders as required.
13. Represent the University externally as required, feeding back to colleagues as appropriate.
14. Provide additional EDI support for the Chief People Officer, as requested.
15. Provide effective line management and leadership to the EDI Officer, providing an environment which supports individuals to learn, develop and perform at their best

## **Additional Responsibilities:**

### **University Policies & Procedures**

Adhere to regulations and procedures relating to data protection and information security.

Co-operate with the University in ensuring as far as is necessary, that Statutory Requirement, Codes of Practice, University Policies and Procedures at both University and Departmental level are complied with.

Adhere to the University's environmental policy and procedures and seek to promote environmental sustainability within area of responsibility.

Ensure robust procedures and processes are followed for services and products that are procured and undertaken in line with prevailing legislation, statutory obligations and policies.

#### **Personal Development/ Performance**

Demonstrate commitment to continuing Personal/Professional Development and to engage with appropriate development activities.

#### **Equality, Diversity, Health and Safety and Strategy**

Hold a duty and commitment to the principles and practice of equality and diversity and comply with the University's Dignity and Respect Framework. Duties must be carried out in accordance with relevant Equality and Diversity legislation and University policies/ procedures / strategy.

Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.

*This job description is not intended as an exhaustive list of duties or a restrictive definition of the post but rather should be read as a guide to the main priorities and typical areas of activity of the post-holder. These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.*

This post may meet the relevant criteria to allow the University to issue a Certificate of Sponsorship to individuals who wish to come to work in the UK through the Skilled Worker Route of the UK Immigration System. For information on the sponsorship system, please visit the UK Visas and Immigration website at <https://www.gov.uk/government/organisations/uk-visas-and-immigration>. You are advised to assess your circumstances against the criteria set out in the UKVI policy guidance, available at <https://www.gov.uk/browse/visas-immigration>. UK ENIC provides advice and guidance on international qualifications at [UK ENIC Visas and Nationality](#)

#### **Disability Confident**



Keele University is committed to taking positive steps to employ, keep and develop the abilities of disabled staff and has been awarded the disability symbol. We undertake to offer all applicants with a disability and **who meet the minimum essential criteria** an interview. If you wish to be considered under this scheme, please indicate this by selecting 'Yes' in the Guaranteed Interview Scheme Section of your application. You can also provide specific information of any requirements/adjustments you may require to assist you during the recruitment process within this section. For advice or guidance please contact the Recruitment Team email: [vacancies@keele.ac.uk](mailto:vacancies@keele.ac.uk).

The information you provide on your application will be forwarded to the recruiting area so that they may consider whether they can facilitate your requested adjustments. **Please note that if you do not indicate that you wish to be considered under the Disability Confident scheme in your application, you will not be considered under this Scheme.**

Associate Director Equity, Diversity  
and Inclusion

**Person Specification**

<p align="center"><b>Evidence Key</b>  <b>A</b> = Application  <b>I</b> =Interview  <b>R</b> =References  <b>T</b> =Test  <b>P</b> =Presentation                      (or a combination)</p>
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Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	Educated to degree level or equivalent	Application form		
<b>Experience</b>	<p>Deep understanding of equalities and how EDI can be advanced, with particular expertise in furthering race equality in a complex organisation</p> <p>Detailed knowledge of relevant legislation and experience of its application</p> <p>Experience of working in a leadership position</p> <p>Experience of developing and leading a high performing team</p> <p>Experience of planning and delivering a diverse work programme</p> <p>Experience of using data and evidence to inform decision-making</p> <p>Experience of developing and –embedding policy and / or guidance</p>	<p>Application form</p> <p>Interview</p>	<p>Experience of working in further or higher education</p> <p>Experience of delivering EDI training</p> <p>Experience of service delivery improvement</p>	<p>Application form</p> <p>Interview</p>
<b>Skills/ Aptitudes/ Competences/</b>	<p>Highly developed people skills, including the ability to develop and maintain relationships of trust and influence</p> <p>Excellent written and oral communication skills.</p>	<p>Application form</p> <p>Interview</p>	<p>Proven ability to work collaboratively across organisational boundaries and support others to do so.</p>	<p>Application form</p> <p>Interview</p>

	<p>Effective programme / project management skills with a proven ability to deliver</p> <p>Ability to juggle a diverse workload and prioritise work as required to meet deadlines.</p> <p>Sound analytical skills</p> <p>Strong people management skills</p>		Strong problem-solving skills	
<b>Other</b>	<p>Open and collaborative</p> <p>Emotionally and politically astute</p> <p>Proactive, self-motivated and flexible in approach to role</p> <p>Able to work both independently and collaboratively as part of a team</p> <p>Solution-focused</p>	<p>Application form</p> <p>Interview</p>	Creative approach to problem solving	<p>Application form</p> <p>Interview</p>

For further information and details of how to apply, please visit <https://www.dixonwalter.co.uk/opportunities/keele-associate-director-edi/> or contact our retained advisor, Emma Wilkins at Dixon Walter, on 07741 875289 or at [emma@dixonwalter.co.uk](mailto:emma@dixonwalter.co.uk).

**Closing date for applications: Friday, 8 March**

