Role profile

Job title
Equality, Diversity & Inclusion (EDI) Coordinator

Job family and level
Administrative, Professional and Managerial 4

School/Department
Campus Life

Location
UK Campuses

Purpose of role
To support the implementation & oversight of the Equality & Diversity (EDI) Strategic Delivery Plan, alongside associated activities and initiatives across the University, in Faculties and Professional Services. You will be responsible for the delivery of a number of EDI focussed projects and activities, which contribute to best practice in the Faculty, Professional Service Department or campus you are aligned to.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
<thead>
<tr>
<th>Equality, Diversity and Inclusion support to Faculties, Professional Service Departments and campuses.</th>
<th>% time per year</th>
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<tr>
<td>▪ Linked to a specific Faculty, Professional Service Department and / or campus, providing coordination to EDI activity to support the University to implement the EDI Strategic Delivery Plan.</td>
<td>60%</td>
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<td>▪ Collaborating with colleagues to identify and develop local priorities and delivery plans that are aligned to the University EDI priorities</td>
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<td>▪ Lead, coordinate and deliver EDI activity within the relevant Faculty, in conjunction with Faculty Pro Vice Chancellors and leadership teams</td>
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<td>▪ Managing multiple EDI projects, ensuring appropriate reporting mechanisms relating to progress and outcomes against EDI plans, aims and objectives</td>
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<td>▪ Remain up to date with local and national EDI policy and practice, acting as a source of knowledge and a channel for communications</td>
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<td>▪ Be a key contributor to charter mark activity and submissions (eg Athena Swan, Race Equality Charter, Disability Confident) at both a local and institutional level</td>
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<td>▪ Ensure appropriate data is identified, analysed and used to identify areas of focus and track progress</td>
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<td>▪ Act as a key link between Faculties, Professional Service Departments and the rest of the University, working in partnership to ensure a flow of communication, best practice, initiative and support.</td>
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<td>▪ Champion all aspects of EDI within the work of the Faculty, Professional Service Department and campus, working positively and proactively and considering both staff &amp; students.</td>
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2 Project Coordination and Delivery

40%
- Undertake appropriate planning, (defining project deliverables, success criteria, benefits management, data management, dependencies, change control, risk management and resource / costs) for identified initiatives
- Take responsibility for high quality project delivery, including supporting governance structures, stakeholder management, reporting and engagement to ensure the benefits, approach and commitment is widely understood
- Ensure that deliverables, objectives and outcomes of the projects are achieved as specified, within timescales, to budget and agreed quality standards
- Produce and present comprehensive highlight reports to relevant boards and committees as required
- Work collaboratively with colleagues across the University to facilitate the effective delivery of EDI projects and activities
| Person specification |
|----------------------|----------------|
| **Essential**        | **Desirable** |
| **Skills**           |               |
| ▪ Oral and written communication skills |
| ▪ Highly organised with the ability to manage multiple priorities. |
| ▪ Interpersonal skills and relationship management |
| ▪ The ability to engage with and influence stakeholders at all levels of the organisation |
| ▪ Critical thinking and problem solving |
| ▪ Successful delivery of projects and action plans |
| ▪ Presentation / training / coaching skills. |
| **Knowledge and experience** |               |
| ▪ Successful delivery of projects or change management initiatives |
| ▪ Successfully managing and monitoring projects through all stages of the process |
| ▪ Knowledge and experience in relation to equality, diversity and inclusion |
| ▪ Handling sensitive information |
| ▪ Knowledge and experience of a range of project & change management tools and techniques |
| ▪ Experience of managing sensitive issues / projects |
| ▪ Reviewing and mitigating risks, benefits & outcomes. |
| ▪ Knowledge of equalities legislation, policy & practice as it impacts on staff and students in the Higher Education setting. |
| ▪ Working in a complex, multi-functional organisation. |
| ▪ Working within a Higher Education setting |
| ▪ Relevant work experience in the field of HR |
| **Qualifications, certification and training (relevant to role)** |               |
| ▪ Bachelors degree (or equivalent) |
| ▪ Project management qualification (eg Prince 2, APMP, ILM) |
| ▪ Evidence of continuing professional development in a project or change management role. |

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

Valuing people
Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.

Taking ownership
Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.

Forward thinking
Driven to question the status quo and explore new ideas, supporting the team to “lead the way” in terms of know-how and learning.

Professional pride
Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.

Always inclusive
Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others

Line manager
TBC

Role holder
EDI Coordinator

Key stakeholder relationships
Specific faculty/professional service
EDI Leads across the University
FPVC for EDI/Senior PM for EDI