### Role profile

**Job title**
Associate Director (Campus Life Equality, Diversity, and Inclusion)

**Job family and level**
Administrative, Professional and Managerial Level 6

**School/Department**
Campus Life

**Location**
University Park Campus (and other campus locations as required)

### Purpose of role
At the University of Nottingham, we are committed to supporting Equality, Diversity and Inclusion (EDI) for each of our students and all of our staff, wherever they are in the world. Creating an EDI-rich culture is a priority and our commitment to the area is embedded within the values of the institution.

The Associate Director (Campus Life Equality, Diversity, and Inclusion) plays a key role in our efforts towards that goal – holding leadership and line management responsibility for a range of services and contributing to wider institutional activity through their relationships and expert knowledge to ensure that we successfully achieve the University’s strategic delivery plan for EDI.

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

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<tr>
<th>Service delivery and development</th>
<th>% time per year</th>
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| ▪ Provide strategic leadership and management of the following services, within and to agreed budgets, to ensure the delivery of high quality service to a diverse community of students and staff:  
  o Chaplaincy  
  o Childcare Services  
  o Disability Support Services  
  o Equality, Diversity, and Inclusion Coordinators  
|▪ Lead development, delivery and evaluation of the services provided by the department including appropriate benchmarking with other HE institutions. | 50% |
|▪ Support the implementation of the University’s Strategic Delivery plan for Equality, Diversity and Inclusion, ensuring that the Campus Life division is contributing to the appropriate institutional key performance indicators. |  |
|▪ Ensure all systems including data management and record keeping within services are delivered effectively and in line with all appropriate legislation and best practice requirements. |  |
- Support high quality project management within these team delivering change as well as business-as-usual.

- Regularly review sector-wide developments and opportunities outside of the institution that could provide greater benefit to staff and students at the University of Nottingham.

- Provide proposals for the development and delivery of equality, diversity, and inclusion activity across the institution, engaging with other departments as required, and utilising external and internal funding opportunities where available.

- Seek best value and efficiency in all aspects of delivery, connecting with schools and other departments.

- Working with key colleagues in External Relations, ensure the visibility of equality, diversity, and inclusion activities and services internally and externally through the delivery of communications and materials that promote EDI awareness and engagement across the University.

- Provide consultancy support and advice for equivalent services and activities at University of Nottingham Malaysia Campus and University of Nottingham Ningbo Campus.

**Leadership, engagement and relationship management**

- Set individual service strategies – in line with the University’s strategy and aligned strategic delivery plans.

- Chair the area leadership team and direct line management of each service and other key staff within this area of the Campus Life Division.

- Work in collaboration and partnership with the Pro-Vice Chancellor (Equality, Diversity, and Inclusion), the Senior Project Manager (EDI), and the HR Director to ensure institutional activity is aligned.

- Actively seek opportunities to align service strategies and collaborate across service functions.

- Engage key colleagues from other areas that have valuable input in equality, diversity, and inclusion work within the institution (i.e. Human Resources, Student Services staff working with International Students, Widening Participation staff, etc).

- Lead, manage and develop all service staff members so that they are equipped for and enthusiastic about the challenges related to all aspects of delivery.

- Create and lead a team that is in the first rank of best practice in the UK, continually looking for innovation from both inside and outside of the higher education sector.

- Support team wellbeing providing and maintaining appropriate structures and systems.
- In collaboration with student representatives, guide the delivery of the Student EDI action plan and lead the Student EDI group.

- Actively engage with leaders in academic schools and professional service departments, University management and University committees, ensuring the appropriate interaction with the Asia campuses to deliver activities and address any problems that may occur.

- Draft and present reports to University committees.

- Ensure professional approaches are valued and developed further, basing those approaches within the context of the needs of the University of Nottingham as a whole.

- Via Equality, Diversity, and Inclusion Coordinators and in collaboration with other colleagues support the identification of learning needs to build EDI awareness and knowledge across the University, providing guidance and advice in developing solutions to meet these needs.

- Where required, provide ad-hoc training and consultancy advice to staff at the University on matters of equality, diversity, and inclusion.

- As required, provide input and insight, and leverage the knowledge and experience of staff within Campus Life to support student and staff policy and procedure development.

- Contribute to the wider development of the Campus Life Division through the Campus Life Leadership Group and the Deputy Registrar department as appropriate.

| 3 | Any other duties appropriate to the grade and role of the post holder. |
**Person specification**

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<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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| ▪ Highly effective interpersonal skills, including relationship management and negotiation  
▪ Strong project management skills  
▪ Developed organisation and prioritisation skills  
▪ Critical thinking, creativity, innovation, and problem solving  
▪ Able to be flexible and to champion cross-organisational change  
▪ Confident in setting objectives and monitoring impact  
▪ Open, empathetic and supportive | ▪ Experience of working within a recognised project management framework (e.g., Prince2) |

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<tr>
<th>Knowledge and experience</th>
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| ▪ In-depth working experience of equality, diversity, and inclusion within a large and complex organisation  
▪ Knowledge of equalities legislation, policy & practice as it impacts on staff and students in the Higher Education setting.  
▪ Significant experience of working within a diverse student population or equivalent.  
▪ Substantial management experience at an appropriate level.  
▪ Significant experience of managing staff including recruiting, developing, training, appraising and motivating staff.  
▪ Experience of budgetary planning and financial management.  
▪ Experience of dealing with confidential, sensitive information, with an awareness of Data Protection legislation.  
▪ Knowledge of relevant service standards and equality charters | ▪ Leadership and management experience of one or more of the relevant services (EDI services, Childcare services, Faith services, Disability services)  
▪ Working within a Higher Education setting |

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<th>Qualifications, certification and training (relevant to role)</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td>▪ Bachelor’s degree (or equivalent)</td>
<td>▪ Postgraduate qualification in any area related to equality, diversity, and inclusion, or related to leadership and management</td>
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<th>Statutory, legal or special requirements</th>
<th>Essential</th>
<th>Desirable</th>
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<td>▪ A demonstrable commitment to the values of the University of Nottingham</td>
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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**
Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

**Taking ownership**
Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

**Forward thinking**
Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition.

**Professional pride**
Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

**Always inclusive**
Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

In addition to the structure outlined, the role will working in partnership with the Pro-Vice Chancellor (Equality, Diversity, and Inclusion), the HR Director, and the Senior Project Manager (EDI).