



Job title	Equality, Diversity and Inclusion (EDI) Manager	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Student and Campus Life	Location	University Park Campus

Purpose of role

As the Equality, Diversity, and Inclusion (EDI) Manager, you drive the University’s implementation and embedding of equality, diversity, and inclusion cultural change with activities aligned with our university values and strategic priorities.

You will empower and engage the university community to develop, support and deliver EDI-centred initiatives and actions.

You will reach across the whole organisation but will have a particular focus, dedication, and specialisation on a specific EDI theme identified as a priority for the institution.

In this role, you will not only guide and coach, but also build strong relationships with colleagues from different areas of the university and at various levels. It’s a collaborative effort where everyone’s contribution is valued and essential.

You will manage and negotiate impactful, ambitious and informed activity that progresses EDI for all. This will be achieved by working in partnership, drawing on the expertise, experience and strengths of those around you.

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
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<p>1</p>	<p>Cross-institutional coordination and delivery of strategic planning and engagement in a specific EDI-themed area of expertise.</p> <ul style="list-style-type: none"> ▪ Undertake and coordinate appropriate planning for identified initiatives and interventions. ▪ Take responsibility for theme-based actions and appropriate reporting mechanisms regarding progress and outcomes against EDI plans, aims, and objectives. ▪ Take responsibility for high-quality embedding of EDI initiatives, including supporting governance structures, partnership management, analysis and reporting, and engagement to ensure the benefit and approach are widely understood. ▪ Working with colleagues and partners to meet intended impact and outcomes and ensure that interventions are aligned to agreed timescales, budget and quality standards and to appropriate action/strategic delivery action plans. ▪ Produce and present comprehensive, impact-focused reports to relevant groups as required. ▪ Work impactfully and influentially with colleagues and partners to progress the effective delivery of wide-reaching EDI initiatives. ▪ Remain current with local and national EDI issues, policy and practice, acting as a source of knowledge and expertise and a channel for communications. ▪ Team working to create resources and tools that help to engage and empower others to progress inclusive practices. 	<p>70%</p>
<p>2</p>	<p>To support the progress of Equality, Diversity and Inclusion activities and projects across the University beyond the thematic area.</p> <ul style="list-style-type: none"> • Providing support and developing intersectional and systemic EDI actions to progress the University's EDI ambitions. • Working with colleagues to identify and develop priorities and delivery plans aligned with the University EDI priorities. 	<p>30%</p>

	<ul style="list-style-type: none">• Coordinate and deliver EDI initiatives with EDI leaders and partners across the institution.• Aid in identifying and using appropriate data to inform areas of focus and track progress, using that data to understand how your work can be robustly informed. – could be in both sections• Act as a critical link between Faculties, Professional Service Departments and the rest of the University, working in partnership to actively promote equitable and inclusive practice.▪ Champion and celebrate all aspects of EDI within the University's work, focusing on areas that impact our communities at broad (not individual) levels.	
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Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none">▪ Written and verbal communication skills, including report writing and presentation skills, and the ability to communicate messages to diverse groups.▪ Ability to plan and prioritise work and to manage complex and competing demands and activities whilst meeting strict deadlines.▪ Relationship building and working effectively and closely with others, drawing on a diverse range of people.▪ Able to influence and negotiate with partners and colleagues at all levels.▪ Able to respond to change and apply critical thinking and problem-solving.▪ Using Microsoft Office software, for example, Word to draft long documents, PowerPoint to develop engaging slide decks, Excel to filter and sort data and Outlook to manage a shared inbox.	<ul style="list-style-type: none">▪ Data analysis skills, interpreting and translating complex data into straightforward findings for broader communication.

<p>Knowledge and experience</p>	<ul style="list-style-type: none"> ▪ Knowledge and experience in the delivery of projects or change management initiatives, tools or techniques ▪ Knowledge, experience, and interest in equality, diversity, and inclusion, including specialised and in-depth knowledge in a particular aspect of EDI (race equality). ▪ Confidence and experience handling confidential and sensitive discussions, information and data. 	<ul style="list-style-type: none"> ▪ Working within a Higher Education setting ▪ Relevant work experience in HR and/or Education and Student Experience (ESE) or a comparable field. ▪ Working in a complex, multifunctional organisation ▪ Experience in interpreting data and analysing results to inform evidence-based actions. ▪ Experience in event management. ▪ Knowledge of equality legislation, policy & practice as it impacts staff and students. ▪ Experience in reviewing and mitigating risks, benefits & outcomes.
<p>Qualifications, certification and training (relevant to the role)</p>	<ul style="list-style-type: none"> ▪ Level 3 educational qualifications (such as Access to HE, BTEC or A-levels) or equivalent qualification OR relevant experience. ▪ Evidence and commitment to continuing professional development 	<ul style="list-style-type: none"> ▪ Degree level or equivalent qualification OR relevant experience in a similar role.

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



Equality, Diversity and Inclusion at Nottingham

nottingham.ac.uk/edi



Expectations and behaviours

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

- Valuing people** Is friendly, engaging and receptive, putting others at ease. You actively listen to others and go out of your way to ensure people feel valued, developed and supported.
- Taking ownership** Is clear on what needs to be done to encourage others to take ownership. Takes action when required, being mindful of essential aspects such as Health & Safety, Equality, Diversity & Inclusion, and other considerations.
- Forward-thinking** Drives developing, sharing and implementing new ideas and improvements to support strategic objectives. Engages others in the improvement process.
- Professional pride** Is professional in approach and style, setting an example to others; strives to demonstrate excellence through developing self, others and effective working practices.
- Always inclusive** Builds effective working relationships, recognising and including the contribution of others; promotes inclusion and inclusive practices within own work area.

Key relationships with others

