Equality, Diversity and Inclusion Manager

Candidate Advice Pack

Contents

Welcome

Hi there,

I'm pleased you're interested in our Equality, Diversity and Inclusion (EDI) Manager role at the University of Nottingham.

You can support our shared institutional vision to become an inclusive University.

As EDI Manager, you will co-lead our race equality efforts. However, your role will work with your peers, embracing the breadth of EDI and working on projects and activities beyond your specialist area. This provides you with a clear area of focus and depth into an EDI specialism and the opportunity to work on a range of areas of EDI.

The University has a proven track record of driving positive change and creating a successful approach to EDI. That's why we've been awarded the first institutional Athena Swan Charter Gold award for our commitment to gender equality, progression, and success for our university community.

This is an exciting opportunity to lead the development and implementation of the university's EDI priorities, working across institutional strategies and delivery plans.

We are looking for a passionate professional with ambition, vision, and commitment to join our team and support our work to create an inclusive environment.

By joining us, you can shape our race equality work and influence positive culture change by working collaboratively with colleagues and students from across the University.

This is an exciting time to join our EDI team, and I strongly encourage you to consider this opportunity.

I appreciate your consideration, and I look forward to reading your application.

Yours Sincerely,

Doug Little

Head of Equality, Diversity and Inclusion Managers

"My ambition is to create a diverse and inclusive staff and student community where everyone is given equal opportunity to thrive and showcase their talents. To embrace and celebrate difference will help us foster an environment in which people feel comfortable and valued, bringing their authentic self to the university to work or to study"

Professor Katherine Linehan, PVC for People and Culture

About the University

"In each succeeding age, the university will spread the light of learning and knowledge and will bind science and industry in the unity that is so essential for the prosperity of the nation and the welfare of our fellow citizens."

Sir Jesse Boot, Founder and benefactor to the university

The University of Nottingham was founded on a compelling vision that education can transform people's lives, has great social and economic value and should be accessible to everyone who can benefit from it.

The University of Nottingham is where the world comes to change it. A pioneering place providing exceptional research-led education and an outstanding student experience for our 52,000 students. Consistently targeted by leading graduate employers for our talented and well-rounded graduates.

We deliver world-leading research that brings real-world change, transforming lives and societies and shaping our future. Ranked 7th in the UK for research power (according to analysis by Times Higher Education), with 100% of our research recognised internationally (REF 2021), and with a research portfolio, including research and research-related activity, worth £743m.

We are 108 in the world (18 in the UK) out of more than 1,000 universities in the QS World University Rankings 2025, a pioneer in global education, with award-winning campuses and unrivalled facilities in both the UK and Asia.

We have over 46,000 students studying across our three locations, and we employ over 8,000 people worldwide.

Our Mission

We have inspiring campuses in three countries, energising us to be a globally engaged university that is also committed to making a difference in our cities and regions.

We empower and support students and staff to collaborate in learning, scholarship and discovery across all realms of knowledge, solving problems and improving lives.

We are stewards of a pioneering and entrepreneurial tradition of creativity and innovation.

Our Vision

Our vision is to be a university without borders, where we embrace the opportunities presented by a changing world and where ambitious people and a creative culture will enable us to change the world for the better.

Our Values

In all we do, we value:

Inclusivity | Ambition | Openness | Fairness | Respect

Learn more about the University by visiting our website.

About the Equality, Diversity and Inclusion Team

The Equality, Diversity and Inclusion (EDI) team is part of Student and Campus Life and sits in the Deputy Registrar's office.

Student and Campus Life brings together student wellbeing, student living, disability support, equality, diversity, and inclusion. All the teams are focused on supporting the development of a positive university experience and culture that is aligned with our organisational values and guiding principles and creating a safe and inclusive environment where colleagues and students can thrive.

The EDI team is made up of professional service colleagues, with specific EDI-theme areas of focus but opportunities to work outside this specialism as well. We are complimented by EDI colleagues in our human resources department, which leads on the development and delivery of exclusively staff activity.

Each of our academic faculties has specific Faculty Director roles related to EDI.

We also have colleagues working on charters who support the governance and delivery of these charters and the associated action plans.

We have a Strategic Delivery Lead who works across all of our EDI portfolio to ensure we maximise our impact by integrating our action plans and reporting and monitoring our efforts.

We also have an EDI administrator who supports the team, key projects, and general communications.
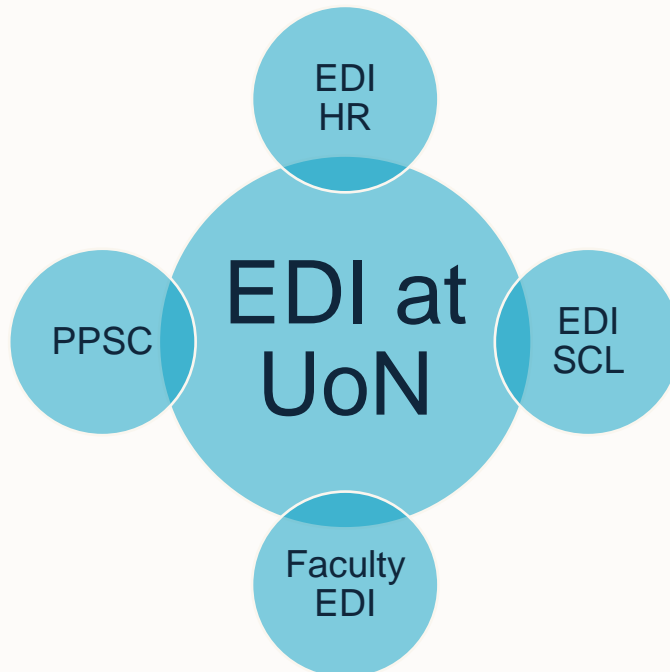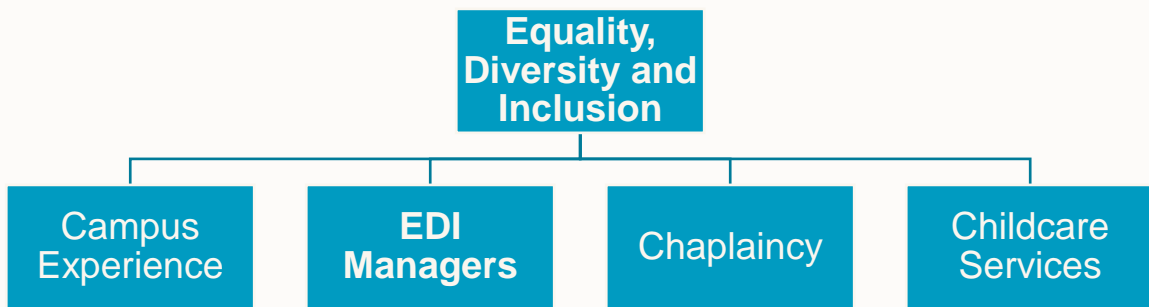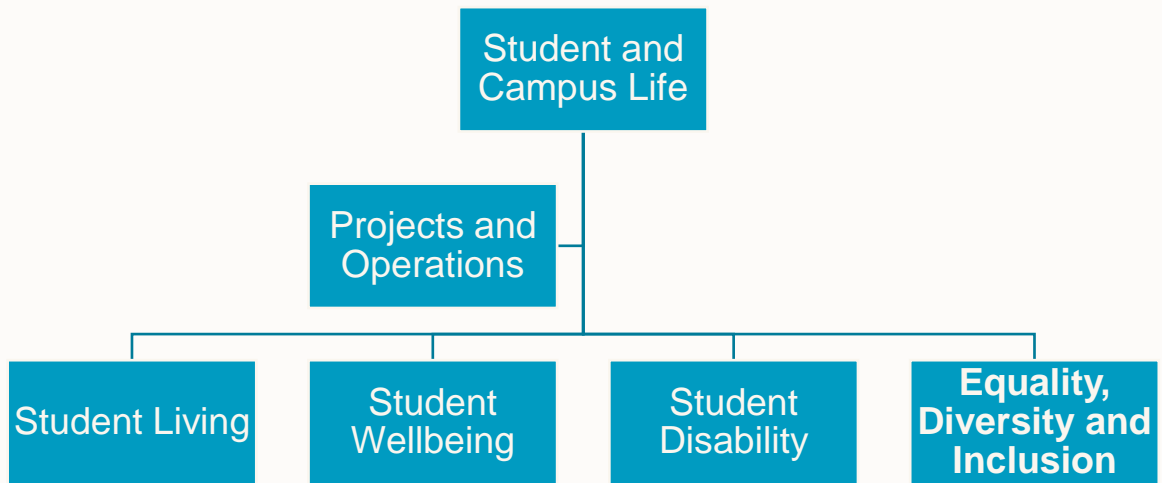
In addition to the professional EDI team that sits centrally, there is a network of Faculty-based roles in each Faculty and school to ensure our efforts are focused and tailored to the specific needs of each area of our complex organisation.

We also have a range of governance structures at the school, faculty, and University levels to ensure that the agenda is inclusive and co-created with all of our diverse partners.

The work of our EDI team is varied, with no two days looking the same. From a strategic perspective, this role will be focused on working towards our EDI strategic priorities and objectives.

On a day-to-day basis, it will be about supporting the EDI team both one-on-one and collectively, steering our accreditation plans and projects, advising leaders and managers on their EDI-related challenges and ambitions, and supporting our governance structures to guide and drive the agenda.

Structure

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                        Student and
                        Campus Life
                             |
            Projects and
            Operations
                 |_____|_____
                 |                    |              |           |
          Student Living    Student Wellbeing    Student      Equality,
                                                 Disability    Diversity and
                                                               Inclusion
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                        Equality,
                        Diversity and
                        Inclusion
              |_____|_____|_____
              |               |                  |           |
          Campus          EDI              Chaplaincy    Childcare
          Experience      Managers                       Services
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                             EDI
                             HR

              PPSC        EDI at        EDI
                          UoN           SCL

                          Faculty
                          EDI
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About the 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

Cross-institutional coordination and delivery of strategic planning and engagement in a specific EDI-themed area of expertise. (70% of role)

- 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.

To support the progress of Equality, Diversity and Inclusion activities and projects across the University beyond the thematic area. (30% of role)

- 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.
- 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.

Personal Specifications

Skills

Essential

- 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.
- Build relationships and work effectively and closely with others, drawing on a diverse range of people.
- Able to influence and negotiate with partners and colleagues across the organisation 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.

Desirable

- Data analysis skills, interpreting and translating complex data into straightforward findings for broader communication.

Knowledge and Experience

Essential

- 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.
- Confidence and experience handling confidential and sensitive discussions, information and data.

Desirable

- 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.

Qualifications, certification and training

Essential

- 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

Desirable

- Degree level or equivalent qualification OR relevant experience in a similar role.

About Applying

We use an online application system.

To make an online application, please follow the 'apply online' button at the bottom of the advertisement. This will take you to a login page within our application system, where:

- You can login to your existing account (if you applied for a job within last 12 months*)
- You will have an option to create an account

*Due to the data protection law, our system stores your data for up to 12 months.

Once you have registered and logged into the application form, you will see a number of sections that you will need to complete.

To find out more about our application process, read our [understanding of our application process](#) guide. This role will use the **criteria-based application route**.

Anonymous Shortlisting

Automatically, we remove access to the sensitive application data for the hiring manager and selection panel (age, religion, sexual orientation, sex, disability, nationality, ethnic origin).

We'll use anonymous shortlisting for this role, which means the panel will also not have sight of information such as your:

- Name
- Address
- Name of educational institution and year obtained
- In employment section reason for leaving/change the role