



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Equality and Inclusion Co-ordinator, Equality Policy Unit**



**Salary: Grade 5 (£22,659 – £26,243 p.a.)**

**Reference: CSEQU1005**

**Interview date: 31 July 2019**

**Fixed term for 1 year (due to cover for temporary absence)**

**We will consider flexible working arrangements**

## **Equality and Inclusion Co-ordinator**

### **Equality Policy Unit, Human Resources Directorate**

**Do you have an interest and knowledge of working in Equality and Inclusion? Have you experience in supporting senior staff? Would you like to use your strong organisational skills to plan and organise diversity events?**

The Equality Policy Unit (EPU) is a small team with university-wide impact driving the University of Leeds' vision to be 'a beacon of excellence for Equality and Inclusion in the higher education sector. We develop and influence strategy and policy, and provide high quality information, advice and guidance on all student and staff equality and inclusion matters.

You will support the Head of Equality and Inclusion and a team of specialist Equality and Inclusion Advisers, including agenda preparation and the servicing of working groups, meetings and events. You will also produce plans, briefings and communication materials in support of the Unit's activities, which focus on supporting the delivery of our Equality and Inclusion Framework and related strategies and initiatives, such as the Leeds Gender Framework, Leeds LGBT Framework and Leeds Race Framework. We are looking for someone excited by the opportunity to work proactively and take initiative and who is willing to get involved in a wide variety of activities to support the work of the team.

You will bring a good knowledge of and interest in Equality and Inclusion (E&I), ideally having some experience of working in an E&I environment. You will have strong planning and organisational skills, be able to work with minimal supervision and have the ability to juggle workloads to meet challenging and competing deadlines.

### **What does the role entail?**

As an Equality and Inclusion Co-ordinator your main duties will include:

- Co-ordinating the full range of administrative activities for the organisation, agenda preparation and servicing of Equality and Inclusion meetings, working groups and events, including following up on subsequent actions;
- Supporting the team with the planning and delivery of diversity days and events, for example, the Women of Achievement Awards and National Inclusion Week, to support the visibility of E&I across campus and to increase the awareness



and celebration of our rich campus diversity, as well as reflective learning to inform future events;

- Producing draft communication materials to keep colleagues up-to-date with external and internal equality and inclusion developments, legislation and good practice for sharing at University/Faculty/School E&I committees and working groups;
- In conjunction with the E&I Advisers, developing an effective and engaging Equality and Inclusion Co-ordinators Network to provide networking opportunities, and encourage the sharing and adoption of good practice including, on occasion, to support E&I Co-ordinator recruitment;
- Undertaking background research and writing briefing notes of findings across all equality and inclusion strands to support the development of strategy, policy and guidance resources;
- Developing and maintaining relevant SharePoint sites to maximise their potential as rich resources for colleagues involved with equality and inclusion work across the University, including providing training to staff on their use;
- Supporting the Head of Equality and Inclusion with budget management, keeping accurate records of spending against accounts and ensuring effective use of budgets;
- Providing advice and guidance to colleagues on simple equality and inclusion enquiries, escalating complex enquiries to the team of E&I Advisers; and developing knowledge and expertise of external sources of support;
- Supporting the team with activities related to developing, sourcing and delivering Equality and Inclusion training across the university;
- Commitment to engaging with internal and external sector networks and the personal and professional development of self and team.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## **What will you bring to the role?**

As an Equality and Inclusion Co-ordinator you will have:

- Knowledge of Equality and Inclusion and a keen interest in embedding equality and inclusion in a University or large, complex organisation;



- Experience of working with people from under-represented groups and an understanding of workplace and/or educational environment equality and inclusion challenges and opportunities;
- Experience of supporting a team of senior colleagues with the delivery of their priorities, including providing them with information to support their decision making;
- Experience of full organisation and servicing of meetings and events including drafting agendas, following up action points, event evaluation, and introducing processes which monitor progress;
- Experience of undertaking background research and providing summaries of findings;
- Excellent communication and interpersonal skills with an ability to quickly build rapport and work collaboratively with colleagues at all levels and with confidence to contribute and present to small groups;
- A high level of organisational, planning and self-management skills, with the ability to support a variety of activities simultaneously, whilst retaining a clear focus on outcomes and deadlines, including when under pressure;
- Strong written communication skills to develop briefings and promotional materials for use in both print and digital applications. A high level of accuracy and attention to detail;
- Strong IT skills, particularly Word, Excel and PowerPoint, and a knowledge/ability to maximise usage of document management systems, ideally SharePoint. Knowledge and/or experience of updating website content;
- A proven ability to work in a pro-active manner, taking initiative to solve problems and seeking opportunities to support the team;
- The ability to maintain confidentiality and handle sensitive information with discretion.

You may also have:

- Project management skills;
- Equality and Inclusion qualification(s);
- Knowledge and/or experience of budget management.



## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

### **Sabiha Patel, Head of Equality and Inclusion**

Tel: +44 (0)113 343 3964

Email: [s.patel1@leeds.ac.uk](mailto:s.patel1@leeds.ac.uk)

## Additional information

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

