



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Equality and Inclusion Officer, Equality Policy Unit



Salary: Grade 6 (£27,511– £32,817 p.a.)

Reference: CSEQU1007

We will consider flexible working arrangements

Equality and Inclusion Officer Equality Policy Unit

Are you keen to accelerate and enhance equality and inclusion? Do you have strong interpersonal and relationship building skills? Would you like to assist with the development of University-wide equality and inclusion frameworks, policy and guidance to support the inclusion of all staff and students?

Joining a small team, you will provide high quality specialist advice and guidance to colleagues covering all equality strands to meet the University's needs and priorities, focussing initially on the areas of Disability and Religion or Belief. You will work collaboratively with colleagues across the University to identify and develop guidance for staff and draft policy which enables us to further mainstream and embed equality and inclusion (E&I) throughout the University. You will work with staff, staff and student networks, Faculty/Service Equality and Inclusion Committees and other working groups to identify and develop guidance documents, and will draft and/or support improvements to policy to promote greater inclusion for all groups of staff and students. You will advise on ways to share good practice and seek opportunities for the development and implementation of initiatives which enables the University/Faculties and Services to address areas of under-representation and/or differences in experiences and/or outcomes.

The role is based in the University's Equality Policy Unit (EPU) which provides expert advice on all equality and inclusion matters across the University, collaborating with colleagues and student E&I representatives to develop related policy and guidance. The Unit is responsible for leading the implementation of the University's Equality and Inclusion Framework and Strategy, working with Faculties and Services to ensure this is embedded across the organisation. In joining the team, you will be promoting and supporting the University's aspiration to become sector-leading in all areas of equality and inclusion. The Unit is part of the University's HR Directorate, so you will also contribute to the delivery of HR's aspirations.

What does the role entail?

As an Equality and Inclusion Officer your main duties will include:

- Working with the EPU team to contribute to embedding of equality and inclusion into University strategies, and identifying opportunities where equality



and inclusion can be further strengthened and integrated into the delivery of those strategies;

- Providing high quality specialist advice and guidance to staff at all levels to support the inclusion of staff and students from all backgrounds;
- Taking an evidence-based approach to the identification of any areas of under-representation. Drawing on good practice to suggest, develop, promote and implement initiatives and interventions with colleagues, in order to address any issues identified;
- Working with colleagues to ensure that the University is effectively discharging its statutory responsibilities under the Equality Act 2010 and other related legislation, working with Faculties and Services to ensure such responsibilities are met University-wide;
- Contributing to Freedom of Information requests and external assurance required for E&I reporting for Higher Education regulatory bodies;
- Developing University-wide equality frameworks, policy, guidance and resources for managers and colleagues at all levels and across all protected characteristics, to enable them to support all students and staff effectively, allowing them to maximise their full potential;
- Advising colleagues on the requirements of equality analyses/equality impact assessments, equality monitoring and monitoring equality impact, ensuring that this is embedded throughout all parts of the University;
- Preparing and co-ordinating award and charter mark applications, such as Inclusive Employers, Disability Confident, the Stonewall Workplace Equality Index and suggesting others that add reputational and business value to the University's work, drawing in the input of colleagues across the University;
- Contributing to the planning, development, co-ordination and organisation of delivery of equality and inclusion training for different groups of staff;
- Supporting Faculty and Service Equality and Inclusion Committees, enabling them to develop local, evidence-based equality priorities in line with the University's strategic E&I objectives;
- Co-ordinating the University's Equality and Inclusion Co-ordinators Network as a community of practice, developing agendas and facilitating discussion of topic areas which promote greater inclusion for staff and students;
- Building high quality relationships with academic, HR and other professional services colleagues and Leeds University Union staff and officers in support of mainstreaming and embedding equality and inclusion throughout the University;



- Organising events such as National Inclusion Week, Disability History Month, Carers Week and others to promote awareness and in celebration of our diverse campus;
- Co-ordinating the University's mediation provision, assessing the suitability of referrals, working with the Unit administrator and mediators to ensure meetings are organised, relevant parties are informed and accurate records of cases are developed and maintained;
- Maximising opportunities for the visibility of the Equality Policy Unit and equality and inclusion at the University, and supporting our efforts to be a beacon of excellence of equality and inclusion in the higher education sector;
- Engaging with external networks to ensure our work is informed and influenced by best practice and the latest equality developments, and to promote and enhance the University's work on equality and inclusion.

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 Officer you will have:

- Experience of Equality and Inclusion work and embedding this in a University, or a large, complex organisation;
- Experience of providing high quality specialist equality and inclusion advice to colleagues at all levels of an organisation;
- Experience of supporting the development and implementation of equality and inclusion frameworks, guidance and policy resources to address equality and inclusion issues;
- Knowledge of equalities legislation and the statutory responsibilities of a higher education/public sector organisation;
- Professional interest in all areas of equality and inclusion, and an understanding of the opportunities and challenges that this may pose within a workplace and/or educational environment;
- Excellent interpersonal skills with an ability to quickly build rapport and credibility, and work collaboratively with colleagues at all levels to advance an organisation's equality and inclusion aims; and with the confidence to contribute and present to small groups;



- Excellent verbal, presentational and written communication skills with the ability to convey complex information in a simple, clear, concise and persuasive manner, and have the confidence to contribute ideas and present to small groups;
- Strong IT skills, particularly Word, Excel and PowerPoint;
- A pro-active approach to work and an ability to work in an environment of constant change and ambiguity, with an ability to deliver work to a high standard with minimal supervision;
- The ability to work collaboratively within a small team with an extensive network of internal and external colleagues;
- The ability to work on a variety of activities simultaneously, whilst retaining a clear focus on outcomes and deadlines, including when under pressure;
- The ability to maintain confidentiality and handle sensitive information with discretion.

You may also have:

- A qualification, in equality, diversity and inclusion, or equivalent;
- Project management skills;
- Experience or knowledge of applying for equality charter marks, such as Inclusive Employers, Disability Confident, or Stonewall Workplace Equality Index; or
- Experience of designing or delivering training resources and sessions and/or commissioning external training providers.

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.

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

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Email: 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.

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.

