# CANDIDATE BRIEF

## Inclusion Matters Web Development Officer, Faculty of Engineering & Physical Sciences



**Salary: Grade 5 (£23,067 – £26,715 p.a. pro rata)**

**Reference: EPSCP1015**

**Closing date: Tuesday 10 March 2020**

**Part time, 50% full time equivalent (17.5 hours per week)**

**Fixed term until 28 February 2021**

**We will consider job share and flexible working arrangements**

# Inclusion Matters Web Development Officer, Faculty of Engineering & Physical Sciences.

**Do you have excellent knowledge of digital learning platforms and experience in management of a website and online tools that support the engagement of colleagues? Are you driven to contribute to a collaborative project supporting equality, diversity and inclusion?**

You will support the delivery of the 'Inclusion Matters' project, working collaboratively with the Inclusion Matters Project Officer and a team of senior academic and professional services colleagues at the University of Leeds. 'Inclusion Matters' is a nine university and six industry partner consortium funded by the Engineering, Physical Science Research Council (EPSRC). This two-year project, led by Durham University, commenced in January 2019 and aims to shape an inclusive culture in the engineering and physical sciences (EPS) community in the North of England to drive and sustain greater equality for early career staff from traditionally under-represented EPS groups.

The University of Leeds is an active partner in this project, leading on two work-streams: 1) shared characteristic mentoring across the consortium to develop cross institutional opportunities for EPS colleagues at an early stage of their career; and 2) developing and maintaining, in collaboration with the consortium members, an online platform to support the delivery of the project's mentoring and networking aims.

We are looking for a colleague to support the management and further development of the project website. You will be responsible for the day to day proactive development and administration of our Moodle platform, ensuring all the materials are accessible, accurate, current and meeting the needs of all our partners. This will include managing existing tools which partners have included in the platform, as well as adding new tools (e.g. to increase interactivity).

You will work under the supervision of Professor Vania Dimitrova (academic lead for the workstream delivering the digital platform), and under the direction by the Inclusion Matters Project Officer to support progress and delivery of the project aims in accordance with the project plan.

You will join the Equality and Inclusion team of the [Faculty of Engineering and Physical Sciences](#), and will work closely with the Inclusion Matters Project Officer (located at [Organisational Development & Professional Learning](#)), colleagues from the University of [Leeds Equality Policy Unit](#), the Leeds academic leads for the EPSRC NorthernPower Inclusion Matters Project, and university and industry partners on project.

We expect the digital platform developed in the NorthernPower Inclusion Matters project to ensure the sustainability of the project activities to support under-represented groups in the EPS research community. The platform should play a key role enabling the realisation of the project's impact to attracting, retaining and growing under-represented groups of research staff in Leeds, North England, and beyond.

## What does the role entail?

As Inclusion Matters Project Web Development Officer, your main duties will include:

- Proactively improving of the project website by ensuring all information and materials are accessible, accurate, current and meeting the needs of all internal and external project partners;
- Liaising with the consortium partners to ensure that the information on the Moodle project platform is accurate, up to date and fulfils the expectations of partners and staff engaging with the programme;
- Administering, populating and further developing the website and the online platform to facilitate the project's mentoring and networking aims through liaison with project partners to shape the digital content and ensure that the platform is effective and fit for purpose;
- Proactively supporting partner activity in liaison with project administrators;
- Working with the programme documentation developed to date and supporting the Inclusion Matters Project Officer by ensuring that appropriate project management methodology is applied to the platform development, including working through monitoring and evaluation measures agreed by the University of Leeds with Durham University;
- Supporting the project academic leads to prepare regular updates on progress, best practices, key issues and risks for the Leeds team, in relation to the website and the platform, and reporting these through the relevant project governance structures;

- Downloading and distribution of Google Analytics, in relation to our attendant website and platform analytics;
- Supporting the collection of quantitative data designed to evaluate the impact of project activities and the effectiveness of the platform;
- Working within all standard operating procedures of the University, including GDPR, dignity and respect and equality and inclusion policies;
- Identifying and highlighting any models of good practice or case studies to showcase to the project board and EPSRC, as well as to inform the development of the University of Leeds future support for under-represented groups in the EPS domain and beyond.

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 you will bring to the role?

As an Inclusion Matters Web Development Officer, you will have:

- The ability to continually develop and maintain a website (e.g. Wordpress or similar) and to use digital technology to support project activities (e.g. Moodle platform or similar);
- Evidence of working collaboratively and purposefully with colleagues to drive timely project deliverables;
- Evidence of the ability to work independently, using your judgement and initiative to identify opportunities to further progress the information held and to enhance the usability of the platform;
- Evidence of effective planning, prioritisation and organisation skills to meet project deliverables;
- Experience of supporting quantitative data collection which informs project evaluation;
- Experience of advising and guiding colleagues on website and platform use encouraging and enabling their engagement and participation with the online tools provided through the website and platform;
- Commitment to advancing equality and inclusion in a complex organisation.

You may also have:
- Relevant qualifications or experience in web design or digital technology;
- An understanding of equality and inclusion in higher education and/or Engineering and Physical Sciences disciplines (Engineering, Physics, Chemistry, Mathematics).

## 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:

**Professor Vania Dimitrova, Faculty of Engineering and Physical Sciences Equality and Inclusion Academic Lead**
Tel: +44 (0)113 343 1674
Email: v.g.dimitrova@leeds.ac.uk

## Additional information

### Faculty and School Information
Further information is available on the research and teaching activities of the Faculty of Engineering & Physical Sciences.

### A diverse workforce

The Schools in the Faculty of Engineering & Physical Sciences are proud to have been awarded the Athena SWAN Bronze or Silver Award from the Equality Challenge Unit, the national body that promotes equality in the higher education sector. Our equality and inclusion webpage provides more 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 in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our Criminal Records information page.