Salary: Grade 6 (£27,511– £32,817 p.a.)
Reference: CSEQU1010

We will consider flexible working arrangements
Equality and Inclusion Officer
Equality Policy Unit, Human Resources Directorate

Are you keen to progress and embed equality and inclusion? Do you have strong interpersonal and relationship building skills? Would you like to implement 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 areas of equality and inclusion to meet the University’s needs and priorities, focussing initially on the areas of LGBT, Race, or Gender.

You will work collaboratively with colleagues across the institution to mainstream and embed equality and inclusion (E&I). You will work with senior management, staff and student networks, Faculty/Service Equality and Inclusion Committees, and other working groups to identify needs and develop guidance documents, policy and actions to promote greater inclusion for all staff and students. You will advise on ways to effectively share best practice and will seek opportunities to address areas of under-representation, or differences in experiences and 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, and collaborates with colleagues and student E&I representatives to develop policy, guidance, frameworks and best practice. The Unit is responsible for leading the implementation of the University’s Equality and Inclusion Framework, working with Faculties and Services to ensure the Framework 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. As the Unit is part of the University’s HR Directorate, 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, embedding equality and inclusion into University strategies;
• Identifying opportunities where equality and inclusion can be further strengthened and integrated at the University;
• Providing high quality specialist advice to staff across the organisation, to support the inclusion of staff and students from all backgrounds;
• Identifying any areas of underrepresentation, then drawing on best practice to suggest, develop, promote and implement initiatives and interventions with colleagues to address these areas;
• Working with colleagues to ensure that the University is effectively discharging its statutory responsibilities under the Equality Act 2010 and other related legislation;
• Contributing to Freedom of Information requests and external assurance required for E&I reporting for Higher Education regulatory bodies;
• Developing and implementing University-wide equality frameworks, policy, guidance and resources for managers and colleagues across all areas of the University and across all protected characteristics;
• Advising colleagues on the requirements of equality impact assessments and equality monitoring, ensuring that these are embedded throughout all parts of the University;
• Supported by colleagues from across the University, preparing and co-ordinating award and charter mark applications, such as Inclusive Employers, Disability Confident, and the Stonewall Workplace Equality Index, and suggesting others that add reputational and business value to the University’s work;
• Working with the Academic Lead in Gender Equality and Athena SWAN teams, as appropriate, to support the University’s Athena SWAN submissions;
• If needed, co-ordinating the University’s Equality and Inclusion Board, which is responsible for setting the University’s E&I priorities, including assisting in agenda setting/preparation, circulating papers, taking responsibility for minutes, capturing actions accurately, and appropriately following up to ensure completion;
• Contributing to the planning, development, co-ordination and organisation 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;
• Building high quality relationships with academic colleagues, professional services colleagues and Leeds University Union staff and student officers in
support of mainstreaming and embedding equality and inclusion throughout the University;

- Organising events, for example for National Inclusion Week, Black History Month and International Women’s Day, to promote awareness and in celebration of our diverse campus;
- Maximising opportunities for the visibility of the Equality Policy Unit and equality and inclusion generally at the University, and supporting our efforts to create an inclusive environment that attracts, develops and retains the best students and staff from all backgrounds from across the world and supports them in delivering their ambitions;
- 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:

- Knowledge of equalities legislation and the statutory responsibilities of a higher education/public sector organisation;
- Experience of delivering equality and inclusion strategies in a University, or a large, complex organisation, while recognising the needs of different groups within the organisation;
- Experience of developing and implementing equality and inclusion frameworks, action plans, guidance and policy resources to address equality and inclusion issues;
- Experience of providing high quality specialist equality and inclusion advice to colleagues at all levels of an organisation;
- Professional interest in all areas of equality and inclusion;
- An understanding of the opportunities and challenges that equality and inclusion may pose within a workplace and/or educational environment;
- Excellent interpersonal and communication skills with the ability to quickly build rapport and credibility and to convey complex information in a simple, clear, concise and persuasive manner to individuals and small groups;
• The ability to service meetings to a high standard, including inviting and communicating with attendees, preparing agendas and minutes, and accurately capturing and following up on actions;
• A pro-active approach to work, with an ability to work collaboratively in an environment of constant change and ambiguity, and to deliver work to a high standard and to deadline with minimal supervision, including where there are competing priorities or when under pressure;
• Experience of maintaining confidentiality and handling sensitive information with discretion.

You may also have:
• 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.

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:

Claire Owen, Interim Equality and Inclusion Manager
Email: c.m.owen@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.

Our commitment to inclusion
We welcome and encourage applications from all sections of the community. For this role we would particularly welcome applications from the BAME community and from male applicants, as these groups are underrepresented across the HR Directorate. We will select the best candidate solely on the basis of merit and ability to do the job.

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.