CANDIDATE BRIEF
Equity and Inclusion Project Officer, Leeds University Business School

Salary: Grade 7 (£37,099 to £44,263 p.a. or p.a. pro rata)

Reference: LUBSC1707

Available Part Time/ Full Time (80/100% FTE)
This role will be based on University campus with scope for it to be undertaken in a hybrid manner. We are open to discussing flexible working arrangements including a job share.
Equity and Inclusion Project Officer
Leeds University Business School

We are seeking an individual who is passionate about advancing equity, diversity and inclusion and has with excellent interpersonal and project management skills and experience of working in this area within a complex organisation.

The Business School is committed to a culture of equity and inclusion and delivering an inclusive experience for staff and students. The foundation of our community is equity of opportunity, respect, fairness and inclusion and we are committed to embedding these principles into everything we do.

The School currently holds the Athena Swan Bronze award. The Athena Swan Charter is a framework which is used to support and transform gender equity within Higher Education and research.

In this role you will provide specialist advice and guidance to colleagues across the School. Your initial focus will be on advancing gender equity and have a key role in providing effective project support to the Equity and Inclusion (E&I) Committee, its working groups and Athena Swan leads to ensure that actions are completed in line with project plan timescales and resubmission.

You will have up-to-date knowledge on best practice across a range of areas within equity, inclusion and diversity and you will use this to help lead, shape and deliver on all strands of equity and inclusion initiatives and projects across the School.

You will work closely with colleagues across the School to identify needs and meaningful actions to promote greater inclusion for all staff and students. You will be required to build effective relationships with a wide range of colleagues including the Athena Swan Leads, the Dean and Deputy Dean, the Faculty Director of Culture and Values, Faculty HR and central EDI colleagues to ensure a joined-up approach to all equity, diversity and inclusion work.

As an experienced and dynamic professional with strong project management experience, you will be able to manage competing priorities, demonstrate effective influencing and communication skills and be able to drive forward project actions. Working to deadlines you will also collect both quantitative and qualitative data (e.g., through online surveys or focus groups) and analyse data for management information purposes. You will be comfortable working independently within a matrix management setting and be a strong team player.
What does the role entail?
As Equity and Inclusion Project Officer, your main duties will include:

- Coordinating, attending and supporting key meetings including the School’s Equity and Inclusion Committee, its working groups and all School level Athena SWAN/E&I meetings, including responsibility for monitoring and reporting on follow-up actions and highlighting areas of risk as appropriate;
- Providing support to, and working closely with, the School Athena Swan leads to monitor progress against our Athena Swan action plan and where appropriate supporting leads in delivery of actions;
- Representing the Business School at the University Athena Swan networks and attending the institutional Athena SWAN committee (ISAT);
- Collaboratively working with other Faculty/School EDI leads to develop and share good practice across the School, the wider University and externally as appropriate;
- Developing and implementing robust systems and processes for regular data collection and analysis (quantitative and qualitative) e.g. online surveys, focus groups, including data collection from internal systems to support an evidence-based approach and future E&I applications and initiatives;
- Analysing, interpreting and presenting equity data as required (including equal pay and gender pay gap information) and highlighting areas requiring intervention;
- To contribute to production and publication of EDI-related reports;
- Planning, promoting and delivering a programmes of events and activities (e.g. focus groups and awareness sessions), in support of the Athena Swan action plans and broader E&I activity across the School, in consultation with relevant colleagues;
- Providing advice and guidance on equity, inclusion and diversity to staff across the School and signposting to specialist EDI teams where required;
- Working with colleagues to ensure that the School is effectively discharging its statutory responsibilities under the Equality Act 2010 and other relevant legislation or regulations;
- Commitment to the University values of collaboration, compassion, inclusion and integrity and promoting them in this role.

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 Equity and Inclusion Project Officer you will have:

- Knowledge of equalities legislation and the statutory responsibilities of a higher education/public service organisation;
- Understanding of University/Departmental level Athena SWAN application process and/or other equality Charter Marks;
- An understanding of how protected and other personal characteristics may be associated with exclusion, especially in relation to intersections between characteristics;
- Experience of supporting initiatives to address barriers to gender equity in the higher education or public sector;
- Demonstrated commitment to accelerating and enhancing gender equity;
- Ability to collect and analyse qualitative and quantitative data, identifying gaps, areas of concern and suggest solutions;
- Experience of organising events and activities for staff and/or students of relevance to equity, diversity and inclusion;
- Experience of working flexibly to successfully support a range of complex projects and initiatives with different priorities and timescales;
- Excellent interpersonal skills, with ability to build credibility and rapport and influence key parties, whilst working with sensitivity and tact to maintain effective working relationships at all levels;
- Experience of arranging, facilitating workshops and focus groups and reporting back key points of feedback gathered;
- The ability to maintain confidentiality and handle sensitive information with discretion;
- Experience of coordinating and managing meetings including timely preparation and distribution of agendas and papers, taking minutes and setting up processes to track and follow up actions;
- Awareness and understanding of wider developments of equity and inclusion in the higher education/public sector and related issues to ensure that good practice is identified and considered for adoption;
- Personal effectiveness and project management skills, with the ability to work flexibly and manage competing priorities.
The role currently reports to the HR Manager, Leeds University Business School and works closely with the Deputy Dean and key stakeholders within the School and the University’s central Equity and Inclusion Unit. However, you will be expected to develop and maintain excellent working links with all key stakeholders ensuring a joined-up approach to all E&I work.

**How to apply**

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

Your application should include:

- A supporting statement providing evidence to support each requirement listed on the ‘What will you bring to the role’ section of the Candidate Brief (no more than two sides of A4, minimum font size 11);
- An academic curriculum vitae, including a list of your publications.

**Contact information**

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

**Rizwana Chaus, HR Manager**  
Email: [R.Chaus@leeds.ac.uk](mailto:R.Chaus@leeds.ac.uk)

Or

**Sarah Verbickas, Faculty Operations Manager**  
Email: [S.L.Verbickas@leeds.ac.uk](mailto:S.L.Verbickas@leeds.ac.uk)

Or

**Professor Jennifer Tomlinson, Faculty Athena Swan Co-Lead**  
Email: [j.tomlinson@leeds.ac.uk](mailto:j.tomlinson@leeds.ac.uk)

**Additional information**

Find out more about the [Leeds University Business School](#).
Working at Leeds
You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our Working at Leeds information.

Our University and School
As an international research-intensive university, we welcome students and staff from all walks of life. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education.

At Leeds University Business School we work hard to ensure that our shared University values (collaboration, compassion, inclusivity and integrity) guide all our activities. We are committed to developing our culture so that we are able to work together to deliver our purpose to “make an exceptional impact on the economy, society and the planet”. We aim to do this by pursuing our goals of developing innovative solutions for society and building a community of responsible leaders.

Everyone at the Business School has a part to play in realising this vision - whether you are involved in education, research, external engagement or professional support. Everyone has skills, knowledge, talent and experience of value - we all have something to offer and we all have a part to play in contributing to collective success. This is at the heart of who we are and how we treat one another. We want all colleagues to feel excited about going to work, to feel valued, to be challenged, to feel part of something bigger and to have fun along the way. To make this a reality we expect all colleagues to champion our shared values, to help us to strengthen our culture and to contribute to our common purpose.

We are dedicated to diversifying our community and we welcome the unique contributions that individuals can bring, and particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Candidates with disabilities
Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found in our Accessibility information 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](mailto:Criminal Records information).