



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Director of Equity, Diversity and Inclusion



Salary: Grade 10 – Competitive, based on expertise and experience

Reporting to: University Secretary and Registrar

Reference: CSEQU1032

Closing date: 24 November 2024

We will consider job share/flexible working arrangements

Overview of the Role

Are you a pro-active and influential leader with a passion for and commitment to equity, diversity and inclusion? Do you have the professional expertise and experience to provide leadership to deliver our ambitious EDI agenda? Can you work collaboratively to further develop our culture of inclusivity and belonging?

The University of Leeds is committed to equity, diversity and inclusion. It is central to everything we do as an institution and community, and is a vital and inseparable component of our University strategy. The role of Director of Equity, Diversity and Inclusion (EDI) is a senior position which leads the delivery of our ambitious EDI strategy. Reporting to the University Secretary and Registrar, you will be responsible for the professional operational leadership of the EDI agenda, working in partnership with our Academic Dean of EDI and other (cognate) deans and professional services directors. You will also work closely with our students' union (LUU). The remit of the role includes EDI responsibilities relating to staff, students, partners and civic engagement.

You will have significant demonstrable EDI expertise and experience and will bring strategic thinking, leadership credibility and influencing skills to shape and deliver sustainable change. You will oversee the Equality and Inclusion Unit, its function, budget and activities, including those relating to regulatory requirements and legal responsibilities.

Internally, you will be influential, engaging and empathetic, ensuring that our leaders and all members of the University community are focused on supporting the delivery of our EDI strategic objectives. Drawing on professional expertise, you will work with the Academic Dean of EDI and other senior leaders to shape and deliver a range of EDI initiatives and, working collaboratively, you will share responsibility for developing a culture of inclusivity and belonging, acknowledging that all perspectives make a valuable contribution to our environment.

Externally, you will be a credible and respected EDI leader who can influence policy through engagement and collaboration at a national level, working with sector peers and third party organisations. You will also ensure that the University benefits from your awareness and understanding of current UK EDI legislation and global EDI thinking.



You will be a member of the Executive's Equity and Inclusion Committee, ensuring that our key internal stakeholders are fully engaged in the delivery of EDI action plans. You will proactively engage with faculty and service E&I Committees, staff networks and other key groups to advance the EDI agenda.

The role of Director of EDI is critical in leading work to ensure that EDI responsibilities, practices and principles are embedded across our core activities of education, research and societal impact. We are also committed to diversifying our workforce and becoming more representative of the various communities we serve and work with, and we would welcome candidates who can support us in achieving this aim.

Main duties and responsibilities

As Director of Equity, Diversity and Inclusion, your main duties will include:

- Responsibility for professional leadership and oversight of the University's EDI agenda, working in partnership with the Academic Dean of EDI to develop EDI strategic objectives and with all University leaders to advance thinking and accelerate progress;
- Working collaboratively to ensure we have a holistic EDI programme plan that encompasses education, research, all protected characteristics and intersectional activities, and an approach to engage all members of our community in its delivery;
- Responsibility for providing professional expertise to drive cultural change, embedding EDI in all of our activities and working practices to create an inclusive environment;
- Leadership of the Equality and Inclusion Unit, its functions, activities, resources and budgets, and responsibility for its engagement with faculties, services, and other key stakeholders to ensure the alignment of activities and the effective delivery of EDI initiatives;
- Responsibility for developing new approaches to ensure the successful implementation of key EDI projects, including activities associated with applications for Charter Marks, and leading a portfolio of EDI priority interventions that increase the diversity and inclusivity of our student cohorts and staff groups;
- Responsibility for EDI risk management and governance assurance, ensuring that our statutory requirements and legal obligations are met, and for keeping senior leaders informed of, and advised on, EDI and sector developments;



- Oversight of activity to improve our EDI data, to develop our approach to analytics and to develop reports, metrics and KPIs to evaluate effectiveness and progress;
- In partnership with our Director of Leadership and Professional Practice, responsibility for reviewing and developing our EDI learning and development provision to support the delivery of our EDI strategic objectives;
- As part of our [Fairer Future for All](#) commitments, working with HR and Student Education Service colleagues to ensure that EDI is embedded in all aspects of the staff and student lifecycle to improve diversity and enhance the staff/student experience;
- Responsibility for engaging and collaborating with external peers and stakeholders and influencing national EDI agendas, enhancing our profile and reputation, and representing University senior leaders externally as required.

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.

Qualifications and skills

Qualifications

- A relevant post-graduate qualification or equivalent professional experience;
- Membership of an appropriate professional body (e.g. CIPD)
- Substantial evidence of continuing professional development.

Essential Criteria

- Demonstrable experience as an EDI leader/practitioner, having held the role of principal subject matter expert in a large and/or complex organisational setting;
- Experience of leading (both strategically and operationally) an EDI function within a complex, unionised environment, and an in-depth knowledge of EDI legislation and practices;
- Substantial experience of communicating with, managing and influencing senior stakeholders, and gaining agreement via consultation with key parties and through organisational governance structures and matrix operating structures;
- Proven ability to engage a wide community with EDI initiatives that deliver sustainable cultural change, and to build and maintain effective and productive



working relationships and networks, internally and externally (including with city/regional partners);

- Substantial experience of successfully delivering strategic change management initiatives that have demonstrable organisational impact.

Key Attributes

- Inspirational leadership and people management skills, with the proven ability to motivate colleagues and manage performance;
- Proven ability to adopt a flexible approach to problem solving, providing pragmatic solutions to complex issues, and responding flexibly and positively to changing priorities;
- Creativity and judgement and the willingness to suggest and try new and creative approaches to problems;
- Experience of providing and presenting EDI data analytics to enable strategy implementation (internally and externally);
- An understanding of the complexity and diversity of the University context, including some knowledge (or the ability to quickly acquire) of the opportunities and challenges within the UK HE sector, and an ability to adapt style and approach accordingly.

Values and professional outlook

- A commitment to creating an environment for staff and students that is inclusive, promotes equality and supports diversity;
- A commitment to people development and to the implementation of the new University values;
- High resiliency, emotional intelligence and political astuteness;
- An ability to critique and challenge the status quo sensitively and constructively.

You will be able to demonstrate adherence to ethical standards and the University's values of collaboration, compassion, inclusivity and integrity.



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.

Your application should include the following:

- A statement addressing the criteria (under 'Qualifications and skills') and evidencing how you believe your existing knowledge and experience equips you to carry out the role;
- Your curriculum vitae giving full details of qualifications and experience.

Contact information

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

Jennifer Sewel, University Secretary and Registrar

Email: j.a.sewel@leeds.ac.uk

Additional information

Working at Leeds

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, those 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.



Information for disabled candidates

Information for disabled candidates, impairments or health conditions, including requesting alternative formats, can be found under the 'Accessibility' heading on our [How to Apply](#) information page or by getting in touch by [emailing HR via hr@leeds.ac.uk](mailto:hr@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.

