



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Equality, Diversity, and Inclusion (EDI) Hub+ Manager  
Faculty of Engineering and Physical Sciences**



**Salary: Grade 7 (£39,105 - £46,485 p.a.)**

**Reference: EPSCP1165**

**Closing date: Thursday 23 January 2025**

**Fixed-term until 31 October 2028**

**We are open to discussing flexible working arrangements**

# Equality, Diversity, and Inclusion (EDI) Hub+ Manager, Faculty of Engineering and Physical Sciences.

## Overview of the role

The Equality, Diversity and Inclusion (EDI) Hub+ is a national hub that will harness the engineering, physical and mathematical sciences (EPMS) research and innovation community's collective effort to address diversity challenges specific to the sector. The hub will act as a focal point of activity and knowledge of good EDI practice across the UK. Drawing on expertise and insight from people and organisations from within and beyond the sector, the hub will provide leadership to pinpoint diversity challenges unique to EPMS. It is supported by the UKRI Engineering and Physical Sciences Research Council (EPSRC) through a £2.5 million investment.

We are seeking an experienced and motivated Hub Manager to lead the operational delivery of the EDI Hub+, coordinating multiple stakeholders across universities, research institutes, industry, and professional bodies. This is a unique opportunity to contribute to an ambitious programme that seeks to foster lasting change in equity, diversity, and inclusion across the UK.

## Main duties and responsibilities

- Manage the development, maintenance, and coordination of administrative systems and processes for the effective operation of the Hub, ensuring alignment with University systems and processes, and in accordance with University policies (e.g., quality assurance and financial integrity);
- Oversee the day-to-day operational management of the project on behalf of the Hub management team, including assessing project needs, preparing timelines, identifying key milestones, and ensuring that deadlines and deliverables are achieved;
- Develop and maintain an accurate spend profile for the project that meets funder requirements. Ensure partner spend plans and commitments are delivered within budget including the assessment and management of spend risks for core budget;





- Provide administrative and financial oversight of the Hub, including managing the Hub's budget, project planning, and reporting, ensuring financial sustainability and effective use of resources;
- Coordinate Hub management and governance including the Management Board, Executive team, Strategic Advisory Board, Industrial Board, Inclusion Advocates, Opportunity Review Panel, Steering Committee, EPMS EDI+ Ambassadors and Critical friends;
- Provide reporting, resourcing, and management updates as required. Organise and prepare materials for management meetings, ensuring the timely progress of activities, and assist the leadership team in decision-making;
- Manage the flexible fund for small-scale EDI projects, providing support to stakeholders in applying for and delivering these projects;
- Support the leadership team in evaluating the impact of EDI interventions and supporting their scalability across the sector;
- Conduct risk assessments to identify potential challenges and develop strategies to mitigate them across all Hub activities;
- Coordinate across six workstreams, including building and maintaining a broad network of EPMS community partnerships, managing the creation of the EPMS EDI Resource Centre, and supporting the development of EDI maturity indices;
- Provide management support to five Hub Engagement Champions, each bringing expertise in challenges related to gender, race, ethnicity, disability, and neurodiversity;
- Communicate with the wider EPS community to identify unmet EDI needs, facilitate the co-creation of new initiatives, and evaluate their impact;
- Liaise with partner institutions (University of Leeds, Aberystwyth University, Durham University, Heriot-Watt University, University of Bradford, University of Bristol, University of East Anglia and University of York), industry partners, and international collaborators to ensure alignment and progress in EDI initiatives;
- Work closely with partner institutions, funding bodies, industry stakeholders, and international collaborators to scale successful EDI interventions across the sector;
- Develop and execute the handbook and protocols for the Hub;
- Ensure compliance with data protection regulations and best practices.

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

### Essential

- Proven project management abilities, including experience in managing projects with multiple stakeholders, coordinating activities, reviewing risks, and delivering project milestones to agreed timelines;
- Relevant administrative experience with a detailed understanding of developing and implementing systems and processes within a complex organisation;
- Effective interpersonal skills and a professional, confident, and collaborative approach, with experience of engaging effectively with academic and professional services colleagues in a Higher Education (HE) environment to achieve a common purpose;
- Demonstrable portfolios of engagement in Equality, Diversity, and Inclusion (EDI) with an understanding of the challenges faced by the Research and Innovation community;
- Financial and budget management experience, with the ability to plan and monitor project expenditure;
- Effective communication skills, and an ability to organise innovative events and activities clearly and persuasively both in written communication and verbally;
- A proactive and flexible approach to work, with the ability to engage regionally and nationally. We welcome applications from individuals who may need adjustments or accommodations, and we are open to discussing flexible or remote working options.

### Desirable

- Previous experience working within the EPMS sector or in an EDI-focused role;
- Experience of co-creation and implementation of interventions aimed at improving diversity and inclusion;
- Experience in project and centre/network/hub management, ideally in an academic or research environment.



## 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](#), Joint Project Lead, Equality, Diversity and Inclusion (EDI) Hub+**

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OR

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## Additional information

### Faculty and School Information

Further information is available on the research and teaching activities of the [Faculty of Engineering & Physical Sciences](#), and the [School of Computer Science](#).

### 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.





## **A diverse workforce**

As an international research-intensive university, we welcome students and staff from all walks of life and from across the world. We foster an inclusive environment where all can flourish and prosper, and we are proud of our strong commitment to student education. Within the Faculty of Engineering and Physical Sciences 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 and ethnically diverse people; people who identify as LGBT+; and people with disabilities. Candidates will always be selected based on merit and ability.

The Faculty of Engineering and Physical Sciences are proud to have been awarded the Athena SWAN [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.

## **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.

## **Salary Requirements of the Skilled Worker Visa Route**

Please note that this post may be suitable for sponsorship under the Skilled Worker visa route but first-time applicants might need to qualify for salary concessions. For more information, please visit [the Government's Skilled Worker visa page](#).



For research and academic posts, we will consider eligibility under the Global Talent visa. For more information, please visit [the Government's page, Apply for the Global Talent visa.](#)

