

Equality & Diversity Engagement Officer

(2 posts)

Department	Equality and Diversity (www.strath.ac.uk/equalitydiversity/)		
Directorate	Student Experience And Enhancement Services (www.strath.ac.uk/sees/)		
Staff Category	Administrative and Professional	Reference No	420949
Reports To	Equality and Diversity Manager	Grade:	6
Salary Range:	£28756 - £32344	Contract Type:	Fixed Term (to 28/02/2023)
FTE	1.2	Closing Date	06/02/2022

Job Advert

The University of Strathclyde is a socially progressive Higher Education institution which values and celebrates the diversity of its student and staff community. The Equality and Diversity Office is looking to recruit an enthusiastic and committed Equality and Diversity Engagement Officer to support the design and delivery of equality, diversity and inclusion (EDI) learning and development opportunities for staff and students at Strathclyde. Based in the Access, Equality and Inclusion Service, the Office is responsible for leading the development, delivery and monitoring of the University's equality and diversity policy and strategy, working closely with key partners throughout the institution and beyond.

You will contribute to the work of the Equality and Diversity Office by developing and delivering a range of training and development activities relevant to equality, diversity and inclusion. The particular focus will be on the coordination, development and delivery of equality, diversity and inclusion learning, development and training opportunities for staff and students. You will also support the University's work on equality, diversity and inclusion by contributing as required to current projects, activities, events, initiatives and strategic priorities.

With a minimum of a relevant HNC/HND level qualification, you will have experience working with a diverse staff and/or student body within tertiary education (or the public sector, third sector or industry) and thorough knowledge of the higher education sector and equality, diversity and inclusion issues in policy and practice.

We particularly welcome applications from those typically underrepresented in professional higher education workplace contexts, including Black, Asian and minority ethnicity, LGBT+, and/or disabled candidates, and candidates from lower socio-economic groups.

This is a shared role with 1.2FTE (full-time equivalent) to be shared between two post-holders. The final allocation of the shared hours will be negotiated with the successful candidates. If you have a particular preference or requirement, please state this in your application (e.g. 0.2FTE, 0.4FTE, 0.6FTE, 0.8FTE, full-time, or as many as possible).

Job Description

Brief Outline of Job:

To contribute to the work of the Equality and Diversity Office by developing and delivering a range of learning and development opportunities relevant to equality, diversity and inclusion (EDI). The particular focus will be on developing the EDI training offerings at the University, and delivering learning and development opportunities to staff and students.

The postholder will work with colleagues in the Equality and Diversity Office and key partners across the University to develop engaging and evidence-based training and development opportunities for staff and students on EDI topics (such as race, LGBT+, microbehaviours) and related topics of strategic importance (such as gender-based violence). The postholder will deliver synchronous training and development virtually and on-campus (as appropriate), and will engage in appropriate monitoring and evaluation. The postholder will work with learning technologists to develop and deliver online asynchronous learning and development opportunities. The postholder will support the administration of the current EDI e-learning offering for students and staff, and support the Office in actively promoting the learning and development opportunities available.

The postholder will support the Equality and Diversity team and stakeholders in the development and delivery of events for key EDI-related observances (e.g. International Women's Day / Strathclyde Women's Week, LGBT+ History Month, Black History Month, Disability History Month, Pride Month, 16 Days of Action against Gender-Based Violence) and events relating to EDI themes. The postholder will also support the University's wider work on equality, diversity and inclusion by contributing as required to projects, activities, initiatives and events across the Access, Equality and Inclusion Service and the University.

Main Activities/Responsibilities:

1.	Work in conjunction with internal stakeholders and partners to develop and deliver training and development opportunities that enable staff and students to collectively create safe, dignified and collegial working and learning environments.
2.	Work innovatively to develop engaging and evidence-based training and development opportunities for students and staff. This involves coordinating and delivering synchronous virtual and on-campus sessions (as appropriate) for students and staff, and developing and producing asynchronous e-learning assets.
3.	Undertake the development of innovative and robust evaluation and analysis of EDI training and development, producing data and evidence for inclusion in reports. Assess data and reports, interpreting patterns and trends to support informed decision making and to improve and develop activities.
4.	Coordinate the scheduling and delivery of the EDI training and development opportunities, and support the administration of the external EDI e-learning for students and staff.
5.	Work collaboratively with other members of the Equality and Diversity Office and key stakeholders across the University to promote the learning and development opportunities available, encourage engagement, and deliver related EDI events.
5.	Work collaboratively with other members of the Equality and Diversity Office in order to achieve appropriate streamlining of activity and contribute to annual and strategic departmental planning.
6.	Work collaboratively across the wider Access, Equality and Inclusion Service and with other teams in Student Services, Human Resources, and the academic Faculties as appropriate.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 HNC/HND level qualification and/or significant relevant experience

D1 A degree from a UK university or overseas equivalent

Experience

E2 Experience of working in a role based around supporting a diverse staff and/or student body within tertiary education, or the public sector, third sector or industry

E3 Experience of designing and delivering learning and development opportunities and events to a diverse range of audiences.

D2 Experience of successfully working in an EDI role within a school, FE or HE, or public sector setting.

Job Related Skills and Achievements

E4 Excellent communication and interpersonal skills

E5 Ability to persuade and influence, effectively network and develop successful working relationships with a wide range of people

E6 Excellent administrative capabilities and attention to detail

E7	Ability to plan, organise and develop pre-agreed aspects of the University's EDI (and related) learning and development activities, and to act as a first point of contact for participants and stakeholders
E8	Excellent IT skills in Microsoft Word, Outlook, Excel and PowerPoint
D3	Experience of successfully using additional software / platforms appropriate to the development and delivery of synchronous and asynchronous learning, training and development opportunities
Personal Attributes	
E9	Enthusiasm for working with staff and students from a diverse range of backgrounds, lived experiences and age groups
E10	Ability to uphold, adhere to and model university policies and procedures in a professional and collegial manner
E11	Demonstrable personal and professional commitment to equality, diversity and inclusion
Other Relevant Factors	
E12	Excellent working knowledge of the social, cultural and legal landscapes relating to equality, diversity and inclusion
D4	Working knowledge of the Higher Education sector and the EDI landscape within HE

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Dr Matson Lawrence, Equality and Diversity Manager, (matson.lawrence@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 9 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held on 23/02/2022.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing gender equality in academia across all academic disciplines and professional and support functions.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.

