

Senior Equality and Diversity Officer

Department	Access, Equality and Inclusion		
Directorate	Student Experience (www.strath.ac.uk/sees/)		
Staff Category	Research	Reference No	404305
Reports To	Equality and Diversity Manager	Grade:	7
Salary Range:	£33,309 - £40,927 per annum	Contract Type:	Fixed Term (12 months)
FTE	1 (35 hours/week)	Closing Date	25 October 2021

Job Advert

The University of Strathclyde is a socially progressive and people-oriented Higher Education institution, which values and celebrates the diversity of its student and staff community. We are committed to delivering an inclusive and welcoming environment, which promotes safety, security, good health and wellbeing for our entire campus community of staff, students and visitors. We are committed to supporting talent development in our learning and working environments and fostering an accessible and inclusive professional environment in which all can thrive and fulfil their individual and collective potential.

The Access, Equality and Inclusion Service leads that work through a whole-institution approach to address under-representation and advance equality of opportunity for all students and staff.

We seek a dynamic Senior Equality and Diversity Officer who demonstrates a high level of competency and knowledge in equality and diversity. The post holder will support the embedding and advancement of equality and diversity throughout the University, providing professional, administrative and research support to the Equality and Diversity Manager and specialist advice and guidance to staff and students. This includes a good understanding of relevant legal and statutory requirements including those specified within the Equality Act 2010 and Public Sector Equality Duty.

The successful candidate will be educated to degree/equivalent level. Recognition is given to relevant professional qualifications in education and / or the HE sector. We also value practical experience across the learner journey.

Job Description

Brief Outline of Job:

To provide professional, administrative and research support in relation to equality and diversity, supporting the Equality and Diversity Manager and University faculties, departments, schools and professional services to embed and advance equality and diversity across the institution. Act as a first point of contact for staff and students seeking advice and support in relation to equality and diversity issues. Undertake specific projects designed to advance and promote equality and diversity and utilise events, communications and training to raise awareness and engagement among staff and students. Support submissions for equality accreditations at institutional and departmental level and ensure that related action plans are monitored and progressed.

Main Activities/Responsibilities:

1.	Provide specialist and confidential advice to staff and students on equality and diversity matters
2.	Coordinate specific projects and campaigns to advance and promote equality and diversity in employment, learning and teaching, research and knowledge exchange
3.	Contribute to determining and designing appropriate research projects, undertake literature reviews, design methods/instruments; undertake interviews and focus groups with students, staff and practitioners; and analyse qualitative and quantitative data using appropriate software packages
4.	Collate and analyse quantitative and qualitative data to assist with the monitoring of progress towards equality objectives and the production of annual equality reports
5.	Support the Equality and Diversity Manager in the coordination of equality accreditation submissions and action plans at institutional and departmental level, including Athena SWAN. Monitor and update progress against accreditation action plans and collate data and evidence to support the attainment of equality accreditations
6.	Plan, coordinate and facilitate events and communications to promote equality and diversity. Maintain and develop the Equality and Diversity website
7.	Collaborate with colleagues on the development of knowledge exchange activities by, for example, participating in initiatives which establish research links with various organisations and influence public policy and the professions.
8.	Identify sources of funding and contribute to the securing of funds for research, including drafting grant proposals and planning for future proposals
9.	Support and develop the University's equality and diversity related staff and student networks, include the Equality and Diversity Contacts and Dignity and Respect Advisors groups and identify opportunities to establish additional networks
10.	Support the embedding, implementation and communication of the University's Equality and Diversity strategy, policies and action plans at an operational level
11.	Represent the University at internal and external meetings and networks relevant to equality and diversity and deputise for the Equality and Diversity Manager as necessary

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 Good honours degree (or equivalent professional experience) in appropriate discipline

D1 Ability to conduct individual research work, to disseminate results and to prepare research proposals

E2 Proven track record of relevant work experience

Experience, Job Related Skills and Achievements

E3 Previous experience of working in an equality and diversity support role

E4 Demonstrable experience in managing multiple deadline driven projects and tasks

E5 Experience of providing advice and guidance to internal and external stakeholders at various levels of seniority

E6 Research knowledge and interests consistent with improving outcomes and support for under-represented groups

E7 Experience in using qualitative and quantitative research approaches

E8 Use of events and communications strategies to engage a range of audiences

Personal Attributes

E9 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences

E10 Ability to work independently and as part of a team

E11 Excellent organisational skills and ability to use initiative to meet changing priorities, deadlines and cope with conflicting demands

E12 Confidentiality and ability to deal with staff and student issues sensitively

E13 Resourceful and collaborative with others

Other Relevant Factors

E14 Knowledge of UK legal and statutory regulations and requirements related to equality and diversity

E15 Personal commitment to promoting and advancing equality of opportunity

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. 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 Stephanie McKendry, Head of Access, Equality and Inclusion (stephanie.mckendry@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](#).

PVG Check

This position does not involve regulated work and does not require membership of the Protection of Vulnerable Groups Scheme

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

Interviews are provisionally scheduled to be held on 04 November 2021.

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.

