

JOB DESCRIPTION

Vacancy reference:	SRF33100
Post Title:	Diversity and Inclusion Advisor
Grade:	Grade 6
School/Department:	Human Resources
Reports to:	Assistant Director of HR (People and Talent)
Responsible for:	N/A

Purpose

To contribute to the development and implementation of the University's diversity and inclusion strategy, supporting the Dean for Diversity and Inclusion and the Assistant Director of HR (People & Talent), by providing specialist advice on equality issues and a high level of professional support to deliver a range of equality benchmarking/charter applications.

The postholder will work alongside another Diversity and Inclusion Advisor to share responsibility for and oversight of the work as a whole with each Advisor taking lead responsibility for particular areas of work.

Main duties and responsibilities

1. Work with the Dean for Diversity and Inclusion, the Assistant Director of HR (People & Talent) and Diversity and Inclusion Advisor, to deliver against the Diversity and Inclusion action plan for the University as well as proactively identifying key equality issues which need to be addressed across all the protected characteristics.
2. As a recognised specialist, provide advice and guidance on complex and sensitive equality questions to colleagues and senior managers, ensuring that the University complies with its legal obligations, protecting it from reputational damage. Undertake key pieces of research as required by senior managers to inform the University's diversity and inclusion agenda.
3. Identify and build up a network of key contacts both internally across the University and externally, who are essential to supporting, driving forward and embedding equality at the University. This will include: (internally) Planning and Strategy Office (PSO), Human Resources, Marketing, Communication & Engagement (MCE), School Athena SWAN leads, Reading University Students Union (RUSU) and (externally) Advance HE, Stonewall, external local diversity networks and others as appropriate.
4. Share oversight of the organisation of a range of diversity and inclusion activities/events, which raise awareness of the University's diversity commitment and its profile as a world-class University.
5. Act as the first port of call for all queries from staff diversity and inclusion networks, fostering strong relationships with the leads of each. Support network leads to achieve their goals and work together across networks where appropriate.
6. Support the Dean for D&I by project managing institutional equality benchmarking/charter mark submissions, which could include Athena SWAN, Race Equality Charter, Stonewall. This will require:
 - planning and prioritising for each stage of the process, ensuring that all Self-Assessment Team members understand their responsibilities and are prompted as required to deliver on time

- taking personal responsibility for overseeing specific parts of each project including contributing to writing some sections of applications
 - liaising with key stakeholders across the University including Planning & Strategy Office, HR Systems, the University Secretary's Office, Marketing, Communications & Engagement, in order to gather the appropriate data and evidence for applications
 - taking a central role in working with post-application Implementation Teams and individuals across the University to ensure that forward action plans are delivered on time.
7. Support Schools in submitting Athena SWAN applications (and other D&I benchmarking exercises which may arise). This will require:
 - providing and sourcing specialist support for them (on focus groups, data, etc.) as required
 - ensuring that the timetabled agreement of support offered by the Dean for D&I to Schools over the lifecycle of the Athena SWAN application process is followed
 - continuing to develop the current Athena SWAN Steering Group into a community of practice, which shares best practice, and which provides a useful resource to Schools wanting to participate in Athena SWAN (including non-STEM Schools)
 8. Support the D&I Dean by leading on other specific D&I projects, sharing knowledge across the wider D&I team and playing a supporting role on D&I projects led by others in the team.
 9. Contribute to and produce the statutory Annual Diversity Monitoring Report with respect to staff and coordinate its submission with that for students.
 10. Work with the Learning & Development Manager and the Leadership & Talent Development Manager in People Development to ensure that training programmes which support the University's equality agenda are continuously updated to reflect best practice, and that diversity and inclusion is threaded through all learning and development we offer.
 11. Attend committees, such as the Diversity and Inclusion Strategy Group and the Athena Implementation Team amongst others, as the Diversity & Inclusion representative, or on behalf of the Dean for Diversity & Inclusion. Actively participate in these committees, supporting their work by providing expert advice on current D&I considerations.

Supervision received

This post will report to the Assistant HR Director (People and Talent) although the Assistant HR Director (People and Talent) and the Dean for Diversity and Inclusion will jointly agree work priorities with the postholder and will both task them with work activities on a day to day basis.

Supervision given

Not applicable

Contact

- Planning and Strategy Office (PSO)
- Human Resources (in particular HR Systems, People Development and the HR Advisory team)
- Marketing, Communication & Engagement (MCE)
- Executive Support Officer (providing support for the Dean for D&I)
- School Athena SWAN leads
- Equality and Diversity Network chairs
- Reading University Students Union (RUSU)
- Advance HE
- Stonewall
- External local diversity networks and others as appropriate.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

PERSON SPECIFICATION

Job Title	School/Department
Diversity and Inclusion Advisor	Human Resources

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> • Excellent written and oral communication skills with the ability to present non-standard information using different media to a range of audiences • Ability to digest large amounts of information and identify and present salient points effectively to relevant stakeholders in writing or orally as required (for example, in the form of written reports) • Highly organised with the ability to effectively manage multiple priorities with minimum supervision, be flexible to adapt to changing priorities and meet tight deadlines • Ability to initiate work, undertake research and prioritise work activity/deadlines independently • Strong analytical skills with ability to work with volumes of data with good attention to detail • Strong IT/computer skills, particularly in MS Office (Word, Excel, PowerPoint, Outlook) • Creative thinker with the ability to champion and promote new ideas • Good interpersonal skills with the ability to build strong relationships with a wide and diverse range of people and influence senior managers and academic leaders on appropriate courses of action (up to and including Leadership Group Level) 	
Attainment	<ul style="list-style-type: none"> • Undergraduate degree or equivalent experience 	<ul style="list-style-type: none"> • Formal project management qualification
Knowledge	<ul style="list-style-type: none"> • Working knowledge of current equality legislation • Knowledge of the challenges for diversity in a business/organisational context • Working knowledge of major equality index/ charter marks 	<ul style="list-style-type: none"> • Knowledge of HE environment • Wider working knowledge of Athena SWAN, Stonewall and Race Equality Charter Mark

	<ul style="list-style-type: none"> • Working knowledge of the Data Protection Act and Freedom of Information Act • Knowledge and understanding of how to manage confidential (and/or personal) information in a discrete and professional manner 	
Relevant Experience	<ul style="list-style-type: none"> • Experience of communicating effectively and interacting successfully with a range of stakeholders to achieve a specific outcome • Experience of independently managing small-scale projects • Experience in applying for Charter Marks and/ or other accreditations • Experience in developing and maintaining professional networks 	<ul style="list-style-type: none"> • Experience of organising events • Formal project management experience akin to the level of appointment
Disposition	<ul style="list-style-type: none"> • Personal commitment to and enthusiasm for Diversity and Inclusion • Proactive and self-motivated • Approachable 	

Completed by: Assistant Director HR (People and Talent) & Dean for Diversity and Inclusion Date: 29th November 2019