**Associate Dean for Equity, Diversity and Inclusion**

**Role Description**

**Role Purpose**

**0.4 FTE**

**N.B. Grades for this role and substantive positions may differ.**

The Associate Dean for EDI will play a key role in supporting the Dean in setting the direction for EDI in their School. They will do this by providing strategic leadership and championing the development of EDI in research and innovation, education, student experience and operational activities throughout the School and ensure that the School EDI action plan is delivered in alignment with the University strategy and EDI core plan.

**A. Job Duties of all Associate Deans**

* Lead, with the Dean and all members of the School Leadership Team, the School’s implementation of the [University Strategy](https://www.lboro.ac.uk/strategy/strategy/).
* Work with colleagues, across Schools and Professional Services, to realise aspirations across all our activities, including research and innovation, education, student experience, and Equity, Diversity and Inclusion.
* Advise the Dean, where appropriate, on matters including but not limited to the post holder’s portfolio.
* Support the Dean in the management of issues, such as investigations, disciplinaries, grievances and appeals, for staff or students.
* Chair appropriate School committees and report, as required, to the School Staff Meeting.
* Act as an advocate for the School and deputise for the Dean, as required.
* Represent the University and its interests on external bodies.
* Demonstrate, through personal example, academic excellence and commitment to [institutional values](https://www.lboro.ac.uk/strategy/mission/).
* Undertake other duties as may be reasonably requested by the Dean and other members of the Academic Leadership Team.

**B. Specific Duties for Associate Dean (EDI)**

* Leading on matters relating to EDI, be an active member of the relevant School Senior Management Team and chair the School EDI Committee.
* Lead, with the Dean and all members of the School Senior Management Team, the School’s implementation of the [University Strategy](https://www.lboro.ac.uk/strategy/) and lead by example the University’s commitment to the university vision and values as they relate to EDI.
* Work in a collaborative manner with colleagues, across Schools and Professional Services, to realise aspirations across all our activities, including research and innovation, education, student experience, and Equity, Diversity and Inclusion.
* Work in a collaborative manner with senior colleagues in the School to enable the School’s EDI ambitions, supporting the School’s strategic and operational planning as appropriate.
* Support the Dean in the management of HR issues where there are EDI implications, e.g. conducting investigations for disciplinary and grievance cases.
* Working closely with the Dean, promote a culture of equity, diversity and inclusion and ensure that practices within the departments are informed by appropriate EDI practices and systems (utilising data where relevant and appropriate).
* Support the Dean in ensuring EDI related training and guidance are provided, working closely with EDI Services.
* Play an integral role in the formulation and delivery of the University’s EDI Operational Framework and be an active member of the EDI Board.
* Work with APVC for Vibrant and Inclusive Communities (VIC) to develop and support activities linked to the VIC strategic theme.
* Work with other Associate Deans for EDI, EDI Principals and with other relevant colleagues to ensure that best practice in EDIis shared across the University and promoted within the school.
* Take a lead role in preparations for school submissions for external validation in EDI practice, e.g. Athena Swan
* Take a lead role in working with EDI Services to progress, monitor and evaluate progress on EDI-related School action plans
* Represent the University on external bodies, as appropriate.
* Deputise for the Dean in relation to EDI matters as required, if appropriate.

**Points To Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The post holder will be expected to continue to fulfil all aspects of the substantive position, subject to agreed workload allocation.

Grades for this role and substantive positions may differ.

**Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University’s Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University’s Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

**Organisational Responsibility**

Reports to the Dean of School

Member of School Senior Management Team

Dotted line responsibility to the University’s strategic lead for EDI.

**Person Specification**

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.  Stages of assessment are as follows:

1 – Application

2 – Test/Assessment Centre/Presentation

3 – Interview

**Essential Criteria**

|  |  |  |
| --- | --- | --- |
| **Area**  | **Criteria**  | **Stage**  |
| Experience   | Significant experience of leadership, e.g. leadership of a collaborative research project, teaching team, or substantial part of an institutional project/activity. | 1,3  |
| An understanding of EDI issues facing the UK higher education sector.  | 1,3  |
| Experience of creating social/cultural impact and change management (e.g. successfully implementing new policies/procedures in your area or leading innovative new ways of working) within a complex organisation or environment | 1,3  |
| Experience of working with staff and students to create a positive institutional culture, within the context of the issues facing the UK higher education sector.  | 1, 3  |
| Skills and abilities  | Demonstrated ability to work closely and effectively with colleagues including senior colleagues across the University.   | 3  |
|   | Proven ability to work under own initiative to meet deadlines  | 1  |
|   | Ability to think and operate strategically, including to contribute in a School Leadership Team and in senior university committees.  | 3  |
|   | Evidence of high levels of motivation, resilience, the personal drive and influencing skills necessary to support change.   | 3  |
|   | Ability to stimulate and inspire others as reflected in academic and/ or professional leadership and influence beyond own discipline or professional area.   | 3  |
|   | Excellent communication and interpersonal skills which give you the ability to engage with students, colleagues, business and agencies on a wide variety of matters.  | 3  |
| Other   | Previous demonstrable commitment to progression of EDI development at a school/institutional level  | 3  |

**Applications**

The closing date for receipt of applications is **Monday 24 March**.Interviews will take place during April and early May, and dates will be confirmed locally.