**Equity, Diversity and Inclusion Principal**

**Role Description**

**Role Purpose**

**0.2 FTE**

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

The EDI Principal will play a key role in supporting the Directors of this cluster in setting the direction for EDI in their professional service areas. They will do this by providing strategic leadership and championing the development of EDI in all operational activities throughout the cluster and by ensuring that the EDI action plan(s) are delivered in alignment with the University strategy, EDI core plan and with each other.

**Role Duties**

* Leading on matters relating to EDI, be an active member of the relevant Professional Services’ Senior Management Team(s) and Chair the Cluster EDI Committee
* Work in a collaborative manner with Professional Service Heads of Operations, EDI Services, Human Resources and Organisational Development to support the cluster’s EDI ambitions, supporting the cluster’s strategic and operational planning as appropriate.
* Lead by example the University’s commitment to the University vision and values as they relate to EDI and support the implementation of the [University Strategy](https://www.lboro.ac.uk/strategy/) more broadly.
* Working closely with the Directors within the cluster, 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 Directors within the cluster where there are people concerns, acting as a critical friend that can advise on EDI matters including collaborating with the HR Partner, interventions and ways to support.
* Support the Directors in ensuring EDI-related training and guidance is provided in respective Professional Services, working closely with EDI Services.
* Play an integral role in the implementation of the University’s EDI Operational Framework and be an active member of the EDI Board.
* Work with the APVC for Vibrant and Inclusive Communities (VIC) to develop and support activities relating to the VIC strategic theme.
* Work with other EDI leads i.e. Associate Deans for EDI, EDI Principals, Network leads and with other relevant colleagues to ensure that best practice in EDIis shared across the University and promoted within the EDI Cluster.
* Take a lead role in preparations for submissions for external validation in EDI practice, e.g. charter marks.
* Take a lead role in working with EDI Services to progress, monitor and evaluate progress on local EDI action plans.
* Represent the University on external bodies, as appropriate.
* Undertake specific activities related to EDI as required.

**Points To Note**

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

The role 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 Commitment and apply the relevant 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 cluster Director(s)

Member of cluster Senior Management Teams

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**

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| --- | --- | --- |
| **Area**  | **Criteria**  | **Stage**  |
| Experience   | Significant experience of leadership, e.g. leadership of a significant activity or project in your area, or playing a substantial part of an institutional activity/project. | 1,3  |
| An understanding of EDI issues facing the UK higher education sector.  | 1,3  |
| Experience of shaping and delivering organisational strategy  | 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, where relevant, 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 and externally.   | 3  |
| Proven ability to work under own initiative to meet deadlines  | 1  |
| Evidence of high levels of motivation, resilience, and the personal drive and influencing skills necessary to support change.   | 3  |
| Ability to think and operate strategically, including to contribute in Professional Services Leadership Teams and in senior university committees.   | 3  |
| Able to demonstrate professional judgement and diplomacy  |   |
| Ability to stimulate and inspire others as reflected in leadership and influence beyond own profession/discipline/institution.   | 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  |
| Qualifications  | A strong educational profile up to and including a degree or equivalent in a relevant discipline  | 1  |
| Other   | Previous demonstrable commitment to progression of EDI development at a school/ service or 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.