University of Salford MANCHESTER

Job Description

Role Title:	Head of EDI Culture Change
School / Dept:	Vice-Chancellors Department
Reference:	MPF4413
Grade:	Grade 9
Full or Part time:	Part time
Hours:	0.4 FTE
Reports to:	Pro Vice-Chancellor (Social Justice and Equity)

Overview

The University of Salford is recognised for a diverse array of achievements – proudly stepping beyond the traditional role of an academic institution and identifying and exploiting opportunities to significantly and positively impact local and global communities. Our commitment to building mutually beneficial relationships with business and industry continues to enhance our proposition, and we are determined to deliver the best possible experience for both our colleagues and our students.

The EDI Head of Culture Change will have knowledge and experience to achieve positive impact across the breadth of activity involved in Equity, Diversity and Inclusion. Working across the university the role will shape and deliver progressive EDI activities that will contribute to the achievement of the goals outlined in our EDI Statement of Ambition. This role will play a crucial role in supporting the Pro Vice-Chancellor (Social Justice and Equity) deliver a whole institution approach to embedding EDI practice across the university.

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Role Detail

The EDI Head of Culture Change will lead the EDI team working across the university, supporting the delivery of institution-wide interventions as well as supporting faculties and services to deliver on their EDI plans. The EDI team is an enabler to inform and change practice that will lead to the achievement of EDI goals and bring Salford to the forefront as a sector leader in EDI practice and impact. As such, the EDI Head of Culture Change will have substantial experience of leadership and influencing. Key priorities will include strengthening the framework for delivering and evaluating EDI plans within faculties and services and enhancing inclusive culture and putting in place a programme of EDI staff development activity.

The EDI Head of Culture Change will report to the PVC (Social Justice and Equity) and will focus on developing evidence -based strategic approaches to achieving the EDI goals outlined in the EDI Statement of Ambition.

Role Purpose

Reporting directly to the Pro Vice-Chancellor (Social Justice and Equity), the role of the EDI Head of Culture Change will be to lead the EDI team in implementing the EDI Statement of Ambition and support the development of a whole institution approach to EDI.

Principal Duties & Responsibilities

- Develop, lead and effectively manage the development and implementation of interventions that will work towards the achievement of the EDI goals as outlined in the university's EDI Statement of Ambition 2023-2028

- Develop and deliver an integrated, data-led approach to EDI planning within faculty and Professional Services and other senior leaders across the University.

- Coordinate and develop the work of faculties and service EDI leads to ensure consistency of approach and focus.

- Manage the EDI team including, developing team and individual performance; conduct PDRs and deal with any welfare issues affecting work and disciplinary or performance issues that may arise.

- Coordinate the initiation, monitoring and evaluation of key strategic EDI projects to support delivery of the EDI Statement of Ambition

- Co-ordinate a programme of activity that promotes inclusive culture, communications and EDI related staff development across the university.

- Build and sustain effective relationships with key internal and external stakeholders
- Partner with internal stakeholders to develop innovative ideas and solutions to enhance the ability to identify and select a talented, diverse workforce.
- Work with HR and other key stakeholders to progress work towards achieving external assurance in relation to EDI, through appropriate EDI related Chartermarks.
- Represent the University on external forums and working groups.
- Seek opportunities for the University to achieve external recognition for its work on inclusion and diversity, such as awards and benchmarking indexes.
- Keep up to date with sector wide good practice and ensure it is cascaded out.
- Be responsible for the drafting and subsequently publishing the UoS Annual Equality Report, which forms part of our PSED.
- Line management responsibilities for EDI Team members.

Generic Duties

- Participate in a planned programme of professional development; maintaining continual growth in professional skills and knowledge essential to the position
- Perform any other duties appropriate to the grade as may be required by the Head of School/Head of Division etc.
- Comply with the personal health and safety responsibilities specified in the University Health and Safety policy.
- To engage with the University's commitment to put our students first and deliver services which are customer orientated, represent value for money and contribute to the financial and environmental sustainability of the University when undertaking all duties and aspects of the role.
- Advance equality, support our work towards eliminating unlawful discrimination, foster an inclusive study and work environment for students, staff and visitors in accordance with our public sector equality duties and university policy.

This role detail is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your Contract of Employment.

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Person specification follows on next page

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Person Specification

The successful candidate should demonstrate the following, which are ‘Essential’ (E) or ‘Desirable’ (D)

Qualifications

1. An undergraduate degree or have gained relevant equivalent experience (E)

Background and Experience

2. Substantial experience in a senior role focused on the area of Equity, Diversity and Inclusion (E)

3. Experience of collaborating with business areas on the delivery of EDI projects, within a large complex organisation, ensuring that EDI principles and best practice are embedded and being planned for (E)

4. Operated in a large, complex organisation influencing stakeholders to implement change (E)

5. Experience of collaborating and building effective relationships with senior leaders and external stakeholders to facilitate improvements in EDI (E)

6. Experience of working with external assurance/accreditation bodies (E)

7. Experience of producing senior level reports and information (E)

8. Line management experience and understanding of key HRM principles and processes (E)

Knowledge

9. Expert knowledge of the legislative drivers behind the Equality Act 2010 and the ability to interpret legislation into relevant action points (E)

10. Understanding of the Public Sector Equality Duty for England: Higher Education Institutions (E)

11. Knowledge of external EDI benchmarks and external assurance frameworks relevant to the HE sector (E)

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Skills and Competencies

12. The ability to deliver consistently professional, high quality work, at a very detailed level in a fast paced environment (E)

13. The ability to think strategically and problem solve creatively, gather and critically analyse information and act on it appropriately (E)

14. Ability to analyse, interpret and manipulate monitoring data and statistics and produce solution-focussed reports (E)

15. Excellent programme and project management skills (E)

16. Strong influencing skills and the ability to adapt style and approach to meet the needs of a wide range of stakeholders (E)

17. Organised with the ability to plan, prioritise, manage and track numerous concurrent projects to deliver work on time (E)

18. Ability to develop and lead a high-performing team (E)

19. Ability to exploit information technology to improve service delivery and standards. (E)

20. The ability to bring together individuals and groups from across the university to deliver on a common vision (E)

21. Excellent communication skills, verbal and written suitable for a diverse audience (E)

22. The ability to develop and deliver senior level EDI related colleague development (E)