

JOB DESCRIPTION

Job Title:	Equality, Diversity and Inclusion Manager
Department:	Human Resources
Job type	Full-Time, Permanent
Grade:	RHUL 8
Accountable to:	Head of Organisational Development and Diversity
Accountable for:	Equality Charters Co-ordinator
Purpose of the Post	
<p>To provide strategic direction for equality, diversity and inclusion (EDI), fostering strong working relationships with all key stakeholder groups to facilitate the development and implementation of the College’s EDI strategy and action plan. The post holder will work closely with the College’s leadership team to drive cultural change and create an inclusive environment, helping to ensure that procedures, practices and service delivery are non-discriminatory and promote equality, diversity and inclusion.</p>	
Key Tasks	
<p>EDI Strategy</p> <ul style="list-style-type: none"> • To work with the Senior Vice-Principal (Student and Staff Experience), the EDI Management Committee and stakeholder groups to develop, implement, publish and monitor a robust and compliant EDI Strategy and action plan, with appropriate performance measures and aligned with the College’s strategic objectives. • To propose informed initiatives to enhance the College’s performance in key areas through embedding EDI into its functions, strategies, systems, operations and decision making processes. • To lead and manage the delivery of applications for equality charter marks as required, including Athena Swan, the Race Equality Charter Mark, Disability Confident and the Stonewall Workplace Equality Index. • To act as the College’s subject matter expert and provide technical expertise and advice on EDI related matters across the College as appropriate. 	

Policy and legal compliance

- To ensure that the college is compliant with EDI legislation, identifying the need, reviewing, updating equality and diversity policies and undertaking equality impact assessments in line with legislative changes and good practice.
- To support the EDI audit of employment practices, processes and procedures including recruitment and promotion, to ensure EDI objectives are met, monitor potential bias and make recommendations accordingly.
- To support the development and delivery of internal processes and systems which enable the College to analyse and assess the equality impact of its strategies, policies and operations on the student community and the workforce and propose changes and mitigations.
- To ensure that the Equal Pay Audit and Gender Pay Gap reporting is conducted at required intervals, leading on analysis and the development and monitoring of the action plans arising from both.
- To ensure that other EDI reports are conducted at required intervals, leading on analysis and the development and monitoring of the action plans arising from both as directed by College committees and the Director of HR.
- To consult with staff, students, trade unions and external agencies and colleagues on policy implementation and development of best practice

Stakeholders

- To liaise and work in partnership with key College functions or roles such as Human Resources, Strategic Planning, Student Experience, Student Advisory and Wellbeing, Research and Innovation, student representatives and other relevant groups to ensure that EDI is integral to all organisational development activities
- To advise key stakeholders on complex EDI case management
- To enhance working relations with the Student Union, Trade Unions and partner organisations where appropriate.

Developing EDI Awareness

- To raise the profile and awareness of EDI across the College
- To develop and support the College's equality forums and networks, encouraging participation from staff and students. To work with Marketing and Communications to promote an inclusive culture including through the staff intranet, information articles, external website, events and celebrations.
- To determine a comprehensive programme of development for all staff groups in EDI knowledge, skills and behaviours, working with Organisational Development,
- To design and deliver both ad hoc and core EDI training workshops for staff as required

- To disseminate appropriate information on EDI related matters to include disability, student services and gender issues, including the latest legal developments

Monitoring

- To develop and implement a monitoring framework in relation to EDI. To specify reports needed and to analyse, interpret and summarise data for action and monitoring purposes, with the support of Strategic Planning and HR Systems, before providing to stakeholders.
- To prepare and present Equality, Diversity and Inclusion reports for management teams and committees as required
- To co-ordinate the development and publication of annual equality data report for staff and students, liaising with the HR systems team and Strategic Planning
- To specify required EDI reports and work with HR Systems colleagues to access data before providing to stakeholders
- To develop links with Advance HE and other HEIs for sharing and benchmarking against best practice
- To prepare reports where appropriate to external bodies such as the Office for Students and Advance HE.

Management

- To line manage the EDI Charters Co-ordinator, providing direction, development and support and conducting annual performance development reviews
- To manage the EDI budget throughout the financial year. To develop a case and prepare bids for additional funding for identified initiatives
- To effectively manage own work to achieve desired outcomes.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

Internal and external relationships

The following list is not exhaustive but the post holder will be required to liaise with: Senior Vice Principal (Student and Staff Experience), HR Director, School EDI Directors, Heads of School, Directors of Professional Services, trade union and student union representatives, equality group chairs and members, staff network chairs and members. Key professional service partners include Head of Internal Communications, Head of Student Advisory and Wellbeing, Director of Estates, Director of Health and Safety, Head of HR Operations, Director of Strategic Planning.