

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:**  
Equalities, Diversity and Inclusion Manager

**Department:**  
Human Resources

	Essential	Desirable	Tested by Application Form/Interview/Test
<p><b>Knowledge, Education, Qualifications and Training</b></p> <p>Excellent standard of education to degree level or equivalent professional experience.</p> <p>CIPD level 5 professional qualification</p> <p>In depth knowledge and understanding of EDI, and its practical application within the HE sector or other public sector organisations.</p> <p>Excellent understanding of EDI legislation and its application in policy</p>	<p>X</p> <p>X</p> <p>X</p>	<p>X</p>	<p>Application Form</p> <p>Application Form</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>
<p><b>Skills and Abilities</b></p> <p>Ability to think and plan strategically.</p> <p>Proven ability to use skills in influencing and persuasion to present a strong case for EDI, with effective interventions aimed at developing a culture that values diversity and creates systems to encourage inclusivity</p> <p>Excellent interpersonal and communication skills including a professional approach and manner and the ability to relate to a broad range of people.</p> <p>Excellent organisational skills and proven ability to work under pressure, prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.</p> <p>Proven ability to work as part of team and support colleagues, as well as a readiness to work pro-actively on own initiative.</p>	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>		<p>Application Form / Interview</p> <p>Application Form/ Interview</p> <p>Interview</p> <p>Application Form / Interview</p> <p>Application Form / Interview</p>

Proven ability to analyse data and write evaluative reports	X		Application Form / Interview
Proven ability to use creative problem solving and develop innovation	X		Application Form / Interview
Flexibility and proven ability to respond effectively to changing requirements.	X		Application Form / Interview
Excellent IT skills and proven ability to learn new systems and programmes.	X		Application Form
A high level of numeracy and literacy, and significant experience writing management reports and papers.	X		Application Form / Interview
<b>Experience</b>			
Significant proven experience in delivering successful EDI projects or interventions	X		Application Form / Interview
Significant proven experience of cultivating and building open and productive working relationships with colleagues and key stakeholders to achieve desired outcomes	X		Application Form / Interview
Significant proven experience of manipulating data and analysing large data sets to identify trends.	X		Application Form / Interview
Experience of managing staff		X	Interview
Proven experience of researching, developing, introducing and monitoring policies	X		Interview
Proven experience of training design and delivery, workshop facilitation and coaching on EDI related issues	X		Application Form / Interview
<b>Other requirements</b>			
Self-awareness and a commitment to continuous professional development and personal development	X		Interview
Commitment to professional networking and continuous improvement to enhance the EDI function			Interview
A proven interest in building a career in Equality, Diversity and Inclusion.	X		Application Form