## JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Equality, Diversity and Inclusion Officer</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Human Resources</td>
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<tr>
<td>Job type:</td>
<td>Professional Services</td>
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<tr>
<td>Grade:</td>
<td>7</td>
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<tr>
<td>Accountable to:</td>
<td>Equality, Diversity and Inclusion Manager</td>
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<tr>
<td>Accountable for:</td>
<td>n/a</td>
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### Purpose of the Post

To assist with the delivery of projects and initiatives to support the College in delivering on its equality objectives. The post holder will work across a range of equality strands, including gender, race, disability and sexual orientation and contribute towards supporting the College’s commitment to promoting equality, diversity and inclusion.

The role requires proactive cross-institutional engagement, including working on projects with both staff and students, and providing expert advice to departments as they continue to apply for higher-level EDI accreditation, including Athena Swan, the Race Equality Charter, Stonewall Workplace Equality Index and the Disability Confident Scheme.

### Key Tasks

#### EDI projects and initiatives

- To advise and assist departments and schools across the College in planning and developing applications for Athena Swan submissions, including through data collection and analysis; advising on the design of SMART action plans and Head of Department/School letters of endorsement; helping in the assessment of progress and impact; provide specialist guidance around intersectionality considerations and analyses; supporting with the drafting of application sections; and setting up peer-review processes prior to submissions.
- To maintain oversight of all Athena Swan submissions across the College, work with departments and Schools to enable sharing of good practice and ensure that departments and schools are provided with up to date information relating to the Athena Swan Charter, including submission deadlines and new resources available.
- To proactively participate on Athena Swan panels as required.
- To support the College to prepare for institutional accreditation scheme submissions including Athena Swan, the Race Equality Charter, Stonewall Workplace Equality Index and the Disability Confident Scheme, through data collection and analysis, drafting and reviewing application sections and identifying SMART actions.
- To assist in monitoring, evaluating and reporting on progress of institutional equality action plans and equality objectives.
- To act as a critical reader for accreditation scheme submissions at College, School and Department level.
- To develop and maintain EDI policies.
To carry out Equality Impact Assessments of HR policies
To deputise for the EDI Manager as required.

Data and analysis

To work with HR Systems to produce staff data reports and with Strategic Planning to produce student data reports, in support of groups across the College working on EDI projects.
To contribute towards the writing of reports including in-depth analysing and summarising relevant and complex data including identifying trends and patterns, and producing appropriate graphs, tables and charts.
To support department and school EDI groups to develop, administer and analyse surveys and related activities e.g. focus groups.

EDI communications and awareness

To offer guidance and support to managers and staff on EDI related matters and escalate more complex issues to the EDI Manager for further guidance.
To work collaboratively with EDI School Directors, Staff Diversity Networks and the Internal Communications team to organise, promote and deliver EDI events and celebrations (e.g. Black History Month, Pride Month and International Women’s Day) through liaising with speakers, booking venues, preparing marketing materials, writing up post-event news items for the intranet and ensuring effective evaluation of impact post-event if appropriate.
To work with the Internal Communications team to ensure E&D activity and progress is communicated to the College Community, including drafting EDI and wellbeing news and information items under the supervision of the EDI Manager.
To maintain and further develop the EDI intranet site ensuring information is up-to-date.
To work with Marketing and Communications to maintain the external EDI website.
To build relations with stakeholders across the College including the Student Union.
To develop and maintain links with external organisations and networks to seek guidance and share good practice (e.g. Stonewall, Advance HE), and attend relevant external E&D events, including network and knowledge exchange events and report back to the College.
To create specialist EDI resources and guidance, and design and deliver internal EDI training courses as required.

Administration

To process the day to day financial transactions of the EDI budget, including setting up new suppliers, producing purchase orders and ensuring that suppliers are paid in a timely manner.
To assist in organising and servicing College-level EDI group meetings, including the strategy working groups, equality groups and staff networks.
To organise and deliver EDI events as required.
To manage the Equality mailbox and associated correspondence.

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:

- The HR Systems team and HR Operations team within HR
- Strategic Planning
- the Careers and Employability Service
- Centre for the Development of Academic Skills (CeDAS)
- Student Advisory and Wellbeing
- Internal Communications
- academic and professional services departments
- the Student Union
- HESA and Advance HE.