



DESCRIPTION OF RESPONSIBILITIES

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| Job Title: | Vice-Dean for Equality, Diversity and Inclusion |
| School/ Department / Unit: | As specified |
| Job type | Three year fixed term appointment (renewable) |
| Grade: | As per academic grade, with allowance |
| Accountable to: | Executive Dean of School |
| Accountable for: | Leadership of Equality and Diversity across the School through matrix management |
| Purpose of the Post | |
| <p>The Vice-Dean for Equality, Diversity and Inclusion is a senior leadership role in the School and a member of the College's Equality, Diversity and Inclusion leadership team.</p> <p>Reporting to the Executive Dean the role works closely with the Senior Vice Principals (for Student and Staff Experience; and Education), and alongside other School Executive members to support the delivery of the school and college strategy.</p> <p>The Vice-Dean for EDI is responsible for leading the Equality, Diversity and Inclusion portfolio across the school (and where appropriate across the college) and for ensuring excellent outcomes and consistency in provision.</p> | |
| Key Tasks | |
| <p>Leadership beyond the School</p> <ul style="list-style-type: none"> • Support the Senior Vice Principal in the development of plans, policies, and initiatives to enhance the College's Equality, Diversity and Inclusion capabilities relating to both staff and students. • Represent the School at the College Equality, Diversity and Inclusion Committee. • Lead cross-college thematic and policy projects where appropriate or participate in their development and implementation. • Act as the School's primary point of contact for staff and student equality, diversity and inclusion matters, including policy development and School engagement with EDI events and celebrations. • Contribute towards reviewing institutional submissions to external accreditation schemes, including Athena Swan and the Race Equality Charter. • Represent the School at external EDI events if required, to strengthen knowledge and experience around current EDI themes in HE. • Ensure that the School's EDI activity and achievements are publicised and disseminated both within and outside the College, to share good practice and raise the visibility of School EDI activity, including development of the School's webpages. | |

- Work with the EDI Manager to strengthen partnerships with EDI Vice Deans in other Schools and share good practice.

Creating Enabling Infrastructure

- Develop and implement the structure of roles supporting EDI leadership in the School and create an effective and coherent School EDI team that will come together to formally assess, plan and monitor progress with respect to diversity, equity and inclusion;
- Lead on the development of a strategy to promote and support a School culture that has equity and inclusion embedded at its core, and one that is aligned with the College EDI Scheme 2022-2026.
- Coordinate the collection of data required to assess progress with action-planning.
- Work closely with the School Vice-Deans and HODs to ensure knowledge around specific activity at School and College level (e.g. projects relating to addressing degree-awarding gaps, student experience) is shared.
- Disseminate information about College EDI strategies, policies, procedures and training opportunities.
- Work with the Executive Dean of School and Department Heads to ensure that mandatory training requirements are met and that bitesize training opportunities are regularly incorporated into department and School-level activity such as meetings and awaydays.
- Co-ordinate School based EDI seminars and workshops on themes that have been identified as in need of attention (e.g. pronoun usage, race equity etc).
- Contribute towards developing a positive student culture ensuring students feel heard and included within the School.
- Lead on the establishment of a Self-Assessment Team (SAT) that will work on School-level Athena Swan submissions/renewal if required.

Effective Delivery

- Lead the co-ordination of equality, diversity and inclusion activity ensuring consistency in implementation of College EDI Principles across departments.
- Lead on an annual review of EDI progress through collection and analysis of quantitative and qualitative data.
- Plan consultation session with colleagues on areas that have been identified to be in need of intervention and further support.
- Encourage positive engagement with EDI, including with training and participation in EDI conversations at department and School level.
- Encourage and support colleagues across the School to attend external EDI workshops and conferences if required.
- Discuss what support Departments may need in relation to their submissions to external accreditation schemes (e.g. Athena Swan).
- Ensure existing Athena Swan and other equality action plans within departments are monitored with progress assessed and planning in place.

School Executive Responsibilities

The role is a member of the School Executive which has the following general responsibilities:

- work as part of the School's leadership team to lead change within the School in pursuit of strategic objectives.
- encourage a spirit of co-operative working, especially with central professional services units, and active engagement with college policies
- ensure that the College and School strategies and other relevant information is shared across the School through cascades and staff engagement activities.
- demonstrate effective leadership to ensure a culture of fairness and inclusion and promote diversity
- develop relationships and networks involving individuals and organisations in order to promote the College, School and Department, in support of the overall College mission and goals.

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 Principal, Deputy Principals, Senior Vice Principals, EDI Manager, members of the School Executive other Heads of Departments and Schools, Directors of Professional Services and Student Union representatives. Key contacts are the Heads of Department School Manager, Director of Academic Services, Director of Marketing and Communications, Recruitment and Admissions Officers, Financial Performance Manager, HR Business Partner and Director of Strategic Planning. It is also important to maintain an effective internal network of staff and students.