

JOB DESCRIPTION

Job Title:	Techne Doctoral Training Partnership Equality, Diversity and Inclusion Coordinator
Department / Unit:	Doctoral School, Student Administration
Job type	Professional Services
Grade:	6
Accountable to:	Techne DTP Director
Accountable for:	Not applicable
Purpose of the Post	
Student Administration is responsible for delivering the core administrative functions involved in the student lifecycle, from Enrolment to Graduation. The department is focused on delivering an excellent student experience by developing and delivering effective and efficient processes to support students through their journey at the University. The Department is composed of Student Administration Operations, the Student Services Centre, the Doctoral School, Academic Investigations and the School Administrative Teams. The Doctoral School at Royal Holloway provides a single professional service to support the research students' journey from application through to award and to facilitate the creation of a cohesive research student community. It is organised into three main streams: • Research degree recruitment and funding including Doctoral Training Partnerships • Researcher training, development and community • Research student administration Techne is a Doctoral Training Partnership funded by the Arts and Humanities Research Council. It is a consortium of nine universities which awards PhD studentships and provides training and support for studentship holders across the arts and humanities. The post holder will join the core Techne team and work across a range of equality strands, including gender identity, race, religion, disability and sexual orientation. They will be expected to support the design, development, and delivery of Techne EDI initiatives and objectives. This role also requires proactive cross-institutional engagement, including working on projects with academic staff and professional services in Techne institutions in addition to Techne students.	

Key Tasks

To support the delivery of the activities outlined in the Techne EDI Action Plan, particularly its strategic initiatives. This will include, but is not limited to:

- Supporting Techne in its plans to strengthen its EDI infrastructures across the consortium.
- Working under the supervision of the Techne Director and EDI Committee to draw on relevant external and internal data and reports to develop new EDI initiatives and draft EDI news and information items.
- Being an active participant in the Techne EDI Committee by attending meetings and working to progress its strategic goals between meetings.
- Supporting the development and delivery of Techne Diversity Placements.
- Reviewing web documentation accessibility and inclusive language; collating and uploading EDI materials for the Techne website.
- Support to establish, monitor and evaluate the impact of the Techne mentoring schemes for under-represented Techne-funded PhD researchers.
- Support the funder and other reporting requirements, ensuring adequate records are maintained.
- Working with other AHRC-funded DTPs to develop and deliver cross-DTP EDI-focused events and activities.
- Supporting the Techne Senior Administrators to ensure that EDI is embedded in the design and delivery of all Techne training events, communications and the decision-making process for funding applications.
- Delivering excellent customer service to students and all other Techne stakeholders.

Our Values

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

Other Duties

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

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

PERSON SPECIFICATION

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

Job Title: Equality, Diversity and Inclusion Coordinator

Department: Doctoral School, Student Administration

	Essential	Desirable	Tested by Application Form/Interview/Test
Knowledge, Education, Qualifications and Training			
Educated to Degree level or equivalent professional experience.	x		Application Form
CIPD certificate or equivalent training in equality and diversity.		x	Application Form
Knowledge and understanding of EDI, and its practical application within the HE sector or other public sector organisations.	x		Application Form/Interview
Good working knowledge of EDI legislation and its application.	x.	.	Application Form/Interview
Skills and Abilities			
Good working knowledge of Microsoft Office packages	x		Application Form/Interview
Good writing and oral communication skills with ability to adjust to the needs of different audiences.	x		Application Form/Interview
Excellent organisational skills and proven ability to prioritise conflicting demands and meet strict deadlines, whilst maintaining a high level of attention to detail and accuracy.	x		Application form
Flexibility and proven ability to respond effectively to changing requirements.	x		Application Form/Interview
Experience			
Experience of involvement in projects or interventions to address inequality.	x		Application Form/Interview
Experience of working in the area of equality and diversity in the HE sector or other complex organisation.		x	Application Form/Interview
Experience of working collaboratively with staff at different levels.	x		Application Form/Interview
Experience of working with sensitive and confidential data and a good working knowledge of GDPR requirements	x		Application Form/Interview
Experience organising events	x		Application Form/Interview
Other requirements			
Clear commitment to removing barriers to equality and culture change.	x		Application Form/Interview
Good understanding of the importance of listening to - and learning about - different experiences and perspectives.	x		Application Form/Interview
Committed to personal and professional development	x		Application Form/Interview