



Job Description

Job Title:	Head of Equality, Diversity and Inclusion
Department:	StoryFutures
Job type:	Professional Services
Grade:	9
Accountable to:	CoSTAR Director of Operations
Accountable for:	N/A
Purpose of the Post	
This is a key role in the StoryFutures Business Unit, leading strategy and delivery on EDI for its flagship programmes: CoSTAR National R&D Lab and the UKRI AI Centre for Doctoral Training (CDT) in AI for Digital Media Inclusion. They will work closely with internal colleagues at Royal Holloway, University of London and CoSTAR National Lab and CDT partners, including University of Surrey, Abertay University, National Film & Television School, Disguise, BT, Pinewood Studios and Surrey County Council, as well as collaborating with industry consortia partners, funders and relevant policy makers and industry stakeholders including UKRI. This post holder will be responsible for ensuring these programmes and delivery align with the strategic priorities at the CoSTAR National Lab and the CDT respectively. The postholder will be expected to proactively contribute to funding applications within the StoryFutures and CoSTAR portfolio. This role will also include devising and delivering relevant training to both internal and external groups. They will also need to work with a wide range of industry and policy stakeholders to achieve a positive profile, provide thoughtful leadership on EDI, build awareness and increase the reputation of the National Lab and CDT both in the UK and internationally. They will be the 'go to' person for ensuring KPIs on the CoSTAR National Lab and CDT relating to EDI are accurately captured, monitored and reported, working closely with data and project management leads to deliver this key component of both projects.	
Key Tasks	
• Keep up to date on best practice in inclusion policies and programmes within creative industries, specifically around creative technologies, in order to develop the approaches to EDI in StoryFutures' programmes, particularly focusing on CoSTAR and CDT in AI for Digital Media Inclusion. • Maintain and develop strategic partnerships and networks with creative industries around EDI, utilising these networks to enhance the reputation and impact of StoryFutures' projects, particularly CoSTAR and CDT in AI for Digital Media Inclusion. • Ensure internal and external social impact and inclusion reporting requirements are met. Taking full responsibility for the maintenance and accuracy of data.	

- Contribute to funding applications and strategy sessions, ensuring best practice is incorporated to future plans.
- Play a strategic and enabling role in StoryFutures' SME engagement, particularly in reviewing applications for programmes in terms of applicants' EDI credentials and onward journey.
- Manage inclusion budgets for supporting participation from industry and academia in StoryFutures programmes as delegated.
- Line management of professional service staff as appropriate, ensuring the promotion of an inclusive culture where diversity, inclusion and sustainability are embedded across all activities.
- Contribute towards writing and development of funder reports and, where applicable, industry-reports and conference/industry presentations as required.
- Manage regular review and de-briefs on the delivery of EDI across CoSTAR and CDT programmes, monitoring progress towards KPIs and delivering reporting to funders and relevant stakeholders.
- Provide high level input on EDI for communications strategy for StoryFutures Projects in liaison with the Head of StoryFutures Marketing & Communications.
- Devising and delivering relevant training to both internal and external groups.
- Attend StoryFutures, CoSTAR and CDT, leadership meetings as requested providing updates on Inclusion strategy and delivery

Links

The following list is not exhaustive, but the post holder will be required to liaise with:

- **Internal (University)**
 - EDI leads, data teams, HR business partners, Marketing, academic staff, PhD students
 - External Communications / PR & Internal Communications Departments
 - Events, Digital, Design & Media Arts Departments
- **External**
 - CoSTAR National Lab partners
 - CoSTAR Network labs
 - CDT partners
 - Funders & other creative industries orgs e.g. AHRC/UKRI, Immerse UK, CE team
 - EDI organisations
 - SMEs and industry users of National Lab

Other Duties

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

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

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.

Person Specification

Job Title: Head of Equality, Diversity and Inclusion **Department:** StoryFutures

Criteria	Essential	Desirable
Knowledge, Education, Qualifications and Training		
Educated to degree level or equivalent relevant professional experience	X	
Significant senior-level experience of developing, leading and delivering EDI strategy within complex organisations, programmes or partnerships, preferably within the creative industries, creative technologies, research or innovation.	X	
Strong professional knowledge of EDI policy, practice and emerging issues, with demonstrable experience of translating these into organisational strategy, governance and delivery.	X	
Relevant postgraduate or professional qualification in EDI or a related discipline.		X
Skills and Abilities		
Excellent communication, influencing and relationship-management skills, with the ability to provide authoritative professional advice and influence senior leaders, partners and external stakeholders.	X	
Demonstrable ability to operate with a high degree of professional autonomy and judgement, setting priorities and leading work across complex organisational and partnership boundaries.	X	
Strong strategic and programme management skills, with the ability to translate strategy into priorities, plans and measurable outcomes.	X	
Strong analytical skills, including the ability to interpret data, KPIs and evidence, identify risks and underperformance, and make strategic recommendations for action.	X	
Ability to provide professional leadership on complex and sensitive EDI issues, constructively challenge established approaches and influence organisational decision-making.	X	

Experience		
Experience of providing strategic EDI strategy to major funded programmes, funding applications or partnerships, including responsibility for governance, EDI commitments, KPIs, performance and reporting.	X	
Significant senior-level experience within the creative industries, creative technologies, research and innovation or a closely related environment.	X	
Strong professional knowledge of EDI policy, practice and emerging issues, with demonstrable experience of translating these into organisational strategy, governance and delivery.	X	
Experience of acting as a senior professional adviser, providing authoritative advice and recommendations to senior leadership on strategy, performance, risk and organisational action.	X	
Experience of developing senior-level relationships and representing an organisation or major programme with external stakeholders, including funders, partners, industry, government and/or policy stakeholders.	X	
Experience of working across organisational boundaries and influencing colleagues and partners without direct line-management authority.	X	
Experience of developing organisational EDI capability, including devising and delivering relevant training, guidance or professional development.	X	
Knowledge and experience of EDI governance, assurance and performance frameworks, including the use of evidence and data to assess performance and recommend organisational action.	X	
Experience of contributing to sector-level thought leadership, policy development or professional practice in EDI.		X
Other Requirements		
Requirement for national and international travel	X	

