|  |  |
| --- | --- |
| XXXXX Directorate/Service  **Equality and Inclusion Coordinator** | LeedsUniBlack |

# Role Specification

|  |  |
| --- | --- |
| **Role Title:** | Directorate/Service Equality and Inclusion Coordinator |
| **Grade:** | Not applicable |
| **Workload Remission** | 10% |
| **Accountable to:** | Chair of the Directorate/Service Equality and Inclusion Committee |
| **Period of appointment:** | The role holder should commit to at least one year in the first instance. The position will be reviewed after three years and may be extended with the agreement of the role holder and the Chair of the Directorate/Service Equality and Inclusion Committee. Such extensions will be reviewed annually, normally up to five years. |

**Purpose:**

To proactively support the implementation of the University’s Equality and Inclusion Framework in the XXXX Directorate/Service.

**Background:**

The University has shown its commitment to delivering an inclusive experience for staff and students through the development of its first Equality and Inclusion Framework.

As part of this, the key role of Equality and Inclusion Coordinator has been established across the University, with the intention of having an equality and inclusion support person(s) for each Directorate/Service/Faculty.

**Main Duties and Responsibilities:**

The tasks required of Equality and Inclusion Coordinators are likely to differ between Directorates/Services/Faculties, however the Equality and Inclusion Framework sets out the following principle responsibilities:

* Undertake projects and, where appropriate, lead on activity to promote equality and inclusion
* Contribute to consultation on the development of new University policy and good practice guidelines
* Proactively promote equality and inclusion across the Directorate/Service through cascading information/communication and contributing to University-wide events
* Signpost managers, staff and students to appropriate sources of guidance and support.

**Sample duties & responsibilities:**

1. Contribute to the analysis of statistical and qualitative equality data.
2. Contribute to the development and implementation of Directorate/Service equality & inclusion action plans.
3. Undertake projects and, where appropriate, lead on work relating to equality and inclusion.
4. Contribute to the annual review of progress made against the equality action plans and prepare reports and recommendations as required.
5. Contribute to consultation on the development of new University policy and good practice guidelines both locally and centrally.
6. Support the delivery of equality impact assessments.
7. Prepare and/or present short training sessions on equality and inclusion e.g. during staff induction. In some cases this may involve presenting materials prepared by the Equality Policy Unit.
8. Proactively promote equality and inclusion across the University community through cascading information/communication and contributing to University wide events such as Black History Month, LGBT History Month, International Women’s Day.
9. Signposting staff and students to appropriate sources of guidance and support, for example staff networks.

## Sample Person Specification:

## Essential

* Knowledge and understanding of broader equality and inclusion issues which may impact on an exceptional student experience and also in terms of valuing and developing our staff.
* Ability to solve problems.
* Ability to communicate verbally and in a written format (including writing reports) clearly with staff and students at all levels.
* Ability to work independently and as part of a team.
* Ability to translate plans into action and deliver to deadlines.
* Ability to analyse quantitative and qualitative data.
* Project management skills
* Ability to lead and motivate others, in order to get ‘buy-in’ of E&I issues, and to get results on project delivery through others (e.g. students and staff at all levels).

## Desirable

* Experience of delivering training or making presentations.
* Networking skills and experience with other Directorates/Services, and other HEI and external organisations, in order to share best practice, keep up-to-date with E&I issues and work on joint projects where appropriate.

**Working relationships:**

Part of the University’s network of Directorate/Service Equality & Inclusion Coordinators, you will be expected to undertake appropriate training as required.

You will be accountable to the Chair of the Directorate/Service Equality and Inclusion Committee.

You will work closely with a range of students and staff at all levels across the Directorate/Service in order to deliver on the above duties and responsibilities.

**‘everyone** included, **everyone** involved’