

Job Description – Head of Equality & Diversity

Main Purpose of Role

Head of Equality & Diversity post reports into the Principal's Office through the line management of the Assistant Vice-Principal for Equality & Diversity (as outlined in the AVP Job Description), and through direct reporting and meetings with the Principal on institution-wide progression of funding related accreditation, and statutory legal reporting through direct reporting and meetings with the Vice-Principal for Governance.

The Head of Equality & Diversity manages the E&D Unit, which centrally leads, advises, guides and supports all functions of the University on equality, diversity and inclusion and human rights matters.

Expertise and knowledge of the post holder acts as a core central resource to deliver one of the four of the 2019 University Strategy themes: 'Diverse St Andrews' in liaison with the AVP for Equality and Diversity.

The post provides a strong strategic and operational service to all schools and units, with an enhanced level of service provided to HR teams in terms of data reporting, recruitment, and to HR Business Partners on legislative compliance regarding bullying, harassment, discrimination and policy development.

Key Duties and Responsibilities

1. Responsible for directing and managing the E&D team as a central resource, to ensure E&D strategic actions and University Strategy commitments on E&D, are delivered in a timely manner and to support the advancement of the service provision.
2. Responsible for undertaking appraisals, development reviews, and providing guidance/training to the E&D team on:
 - Understanding equalities legislation (Human Rights Act 1998, Equality Act 2010, Public Sector Equality Duty 2011, Specific Duties 2012, BSL Scotland Act 2015).
 - Techniques to deliver training themselves on Athena SWAN to the Schools, ED&I good practice and law at Staff Induction, Diversity & Dignity in PhD Inductions, and bespoke School/Unit sessions.
3. Provide advice and guidance on cases where protected characteristics are concerned to HR for staff cases, students (when referred by the Proctor's Office, Student Services, Schools, Students' Association) or visitors (including external speakers in relation to the Prevent Duty), in relation to:
 - a. Bullying
 - b. Disciplinary
 - c. Discrimination
 - d. Grievance
 - e. Harassment
 - f. Hate crime (violation of Article 14 under the Human Rights Act 1998)
4. Act as a speaker at high-profile University and external public engagement and internal/external events in relation to ED&I and representing the University.
5. Responsible for pastoral E&D duties i.e. dealing with highly sensitive matters with integrity, especially for:

- a. staff/visitors or students (referred by the Proctor's Office, Student Services, Schools, Students' Association) in relation to their disclosed/wishing to disclose disability, non-binary gender, religion/belief, sexual orientation or transgender background
 - b. dealing with angry, anxious, distressed or upset staff/visitors or students (referred by the Proctor's Office, Student Services, Schools, Students' Association)
6. Manage the University's priorities and work on meeting the growing number of equality, diversity and inclusion expectations set within the Scottish Funding Council Outcome Agreement, in order for the University to receive teaching, research and estate project funding from the Scottish Government.
7. Manage the following institutional equalities reporting requirements linked to the Scottish Funding Council for staff, students, contractors and visitors: Statutory Disability, Gender and Race Equal Pay Statements, Athena SWAN Institutional renewal, Scottish Race Equality Network actions, Carer Positive Employer renewal, Carers Trust Student Award, Statutory Equality & Human Rights Impact Assessments, Statutory Scottish Funding Council Gender Action Plan report, Statutory BSL Plan report, Statutory Equality Outcomes Scheme (all 9 protected characteristics).
8. Advise on the student Corporate Parenting Plan relating to equality, diversity and inclusion.
9. Lead external equality, diversity and inclusion networking engagements with the following local regional and national organisations: Scottish Funding Council, Scottish Government, Scottish Parliament Cross-Party Groups, Advance HE (Aurora, Athena SWAN, ECU), Stonewall, LGBT Youth Scotland, Fife Council, Fife Centre for Equalities, FRAE Fife, NHS Fife, Dundee Council, Scottish Women's Convention, Interfaith Scotland, Police Scotland, Scottish Trades Union Congress, Equality & Human Rights Commission, Universities UK, Universities Scotland, Carers Scotland, and the Carers Trust.
10. Provide expert advice, guidance and support and/or reporting to the following University committees/groups: Consultative Trades Union Committee, Remuneration Committee, Research Committee, Principal's Office, Court, Academic Council, Student Disabilities Group, Students' Association Equality Committee, Head of Schools group, VP Governance Equality Compliance Group, Athena SWAN Committee, Learning & Teaching Committee.
11. Manage the facilitation of the following staff and student networks through by the Equality & Diversity unit: Staff Aurora Network, Staff Carers Network, Staff Black & Asian Minority Ethnic Network, Staff LGBTIQ+ Network, Early Women's Career Network, Senior Academic Women's Network, Staff Disability Network (TBA), Staff Belief Network, Student Carers Network (TBA), Student Representative Council groups relating to diversity, Interconnect (student female science network).
12. Act as the first point of contact on all equality strategic and operational issues through leading, creating, monitoring and guiding the University on its strategic equalities action plan – 'Equality Outcomes Scheme – Action Plan'.
13. Responsible for designing and delivering in-person equalities training to staff and students through Sabbaticals Induction, Staff Induction, Apprentice Induction, PhD

Student Induction, Diversity Dignity & Respect Training for Estates and RBS staff, Diversity for Managers, and Post-Graduate Tutor Inclusive Curriculum Training.

14. Regularly review equalities literature and websites, identify new developments, legislative change and good practice, preparing briefing notes for the above.
15. Lead, coordinate and interpret guidelines for the renewal of the University's current institutional ED&I accreditation (Carer Positive Employer Award, LGBT Charter, and Stonewall Workplace Equality Index) and the new Carers Trust Student Award.
16. Manage the process for the University in gaining/renewing diversity accreditation; conducting training on submission development/toolkits; and supporting action plan progression for Athena SWAN, Carers Trust Student Award, Carer Positive Employer award, LGBT Charter, Race Charter, and Stonewall Workplace Equality Index.
17. Interpret staff and student datasets (by protected characteristics) provided by the Planning Office.
18. Interpret and advise on emerging guidance, national benchmarking data and statements of good practice published by the diversity accreditation bodies and update internal briefing documents and guidance correspondingly to enhance the success of award submissions.
19. Lead on advice and support to Act as the point of contact of conducting Equality & Human Rights Impact Assessments for all major staff, student, contractor and visitor policies, procedures and service provision across all schools and units.
20. Responsible for support and advice to all Schools and Units (including the Students' Association) on Human Rights and equalities legislation relating to bullying, harassment or discrimination under the Equality Act (2010), Public Sector Equality Duty (2011), Scottish Specific Duties (2012) and the BSL Scotland Act (2015).
21. Responsible for reporting legislative changes to the AVP Equality and Diversity and VP Governance as well as notifying the Director of HR, Director of Student Services, Vice-Principal for Education/Proctor (re the curriculum), Chief Legal Officer, and the Principal.

Job Description – Deputy Head of EDI

Main Purpose of Role

Deputy Head of EDI post reports to the Head of Equality & Diversity (line management). The role will support the Head of E&D to provide reporting and undertake meetings with members of the Principal's Office, on institution-wide progression of funding related accreditation, and statutory legal reporting.

The Deputy Head of EDI will deputise for the Head of E&D on managing the EDI Team and its functions, which centrally leads, advises, guides and supports all functions of the University on equality, diversity and inclusion and human rights matters.

Expertise and knowledge of the post holder acts as a core central resource to deliver one of the four University Strategy themes: 'Diverse St Andrews', through line management by the Head of E&D.

The post provides a strong strategic and operational service to all schools and units, with an enhanced level of service provided to HR teams in terms of data reporting, recruitment, and to HR Business Partners on legislative compliance regarding bullying, harassment, discrimination and policy development/review.

The post will be based daily in the offices of Walter Bower House (Eden Campus), Guardbridge, St Andrews.

Key Duties and Responsibilities

1. Provide accurate employment equalities law advice in a methodical manner to all functions of HR on equalities guidance, more specifically compliance on disability, and act as a point of contact for employees, contractors and visitors, for advice on equalities legislation.
2. Assist with managing the University's priorities and work on meeting the growing number of equality, diversity and inclusion expectations set within the Scottish Funding Council Outcome Agreement, in order for the University to receive teaching, research and estate project funding from the Scottish Government.
3. Lead on the conducting of Equality/Human Rights Impact Assessments across the University, providing equalities law expertise on policy/guidance/service impact.
4. Provide support and guidance, as per requirements from the Head of E&D, on the following institutional equalities reporting requirements for staff, students, contractors and visitors: Statutory Disability, Gender and Race Equal Pay Statements, Athena Swan Institutional renewal, Carer Positive Employer renewal, Carers Trust Student Award, Disability Confident Employer accredited, Statutory Scottish Funding Council Gender Action Plan report, Statutory BSL Plan report, Statutory Equality Outcomes Action Plan, and the Corporate Parenting Plan relating to EDI.
5. Lead on the submitting of the Advance HE Race Equality Charter at institutional level (application planned for 2024).
6. Assisting the Head of E&D to provide expert advice, guidance and support and/or reporting to the following University committees/groups:
Central EDI Committee, Consultative Trades Union Committee, Remuneration Committee, Research Committee, Principal's Office, Court, Students' Association Equality Committee, School EDI Committees, Athena Swan Self-Assessment Team, and the Race Ethnicity Religion Belief Group.

7. Design and deliver in-person/virtual equalities legislation compliance, bias, and micro-inequities training to the University community.
8. Ensure eLearning modules are up to date and provide support to the EDI Team on the facilitation/monitoring (Diversity in the Workplace; Recruitment & Selection; Student Diversity; and Unconscious Bias).
9. Interpret staff and student datasets (by protected characteristics) provided by the Planning Office.
10. Work with a range of people across the University dealing with queries/concerns with leading on staff networks, in a professional positive team working manner and maintaining strict confidentiality.

Job Description – Equality & Diversity Awards Adviser

Main Purpose of Role

Working as part of the EDI Team, the key focus of the role will be to lead EDI accreditation applications/submission documents both institutionally and across the academic schools and service units, through a project management approach. By working alongside and line managed by the Head of E&D, the role involves undertaking tasks in leading on segments of the EDI agenda, in addition to advising School EDI directors/leads on Athena SWAN and EDI on an on-going basis.

Key Duties and Responsibilities

1. To lead, coordinate and interpret the guidelines for the renewal of the University's current institutional EDI accreditation (Carer Positive Employer Award, LGBT Charter, and Stonewall Workplace Equality Index) and the new Carers Trust Student Award.
2. To lead, coordinate and interpret the guidelines for Athena SWAN submissions within a cohort of Schools (including covering periods of leave from EDI colleagues) by acting as the lead source of advice; conducting training on submission development/ toolkits; and supporting action plan progression.
3. To lead and coordinate new EDI award submissions within the Schools and Units by acting as the lead source of advice; conducting training on submission development/ toolkits; and supporting action plan progression.
4. To assist the Head of E&D and the Self-Assessment Team with submission development and action planning for the institutional Athena SWAN Charter and the Race Charter.
5. To assist the Head of E&D and relevant equality group/committee on the renewal of the statutory Equality Outcomes Action Plan.
6. To represent the University in a professional manner at external diversity meetings, which will require travel within the UK.
7. To coordinate the internal staff diversity networks meetings and activities, with logistical assistance by the EDI Assistant.
8. To coordinate the applications process and during/post-course support for staff participating in diversity leadership programmes (Aurora, BAME etc).
9. To interpret staff and student datasets (by protected characteristics) provided by the Information Analyst (E&D).
10. To produce and support communications relating to EDI related events.
11. Monitor emerging guidance, national benchmarking data and statements of good practice published by the EDI accreditation bodies and update internal briefing documents and guidance correspondingly to enhance the success of EDI award submissions.

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Key Duties and Responsibilities

1. To coordinate and interpret the guidelines for the renewal of the University's current institutional EDI accreditation (Carer Positive Employer Award, LGBT Charter, and Stonewall Workplace Equality Index) and the new Carers Trust Student Award.
2. To coordinate and interpret the guidelines for Athena SWAN submissions within a cohort of Schools (including covering periods of leave from ED&I colleagues) by acting as a source of advice; conducting training on submission development/toolkits; and supporting action plan progression.
3. To coordinate new EDI award submissions within the Schools and Units by acting as a source of advice; conducting training on submission development/toolkits; and supporting action plan progression.
4. To assist the Head of E&D and the Self-Assessment Team with submission development and action planning for the institutional Athena SWAN Charter and the Race Charter.
5. To assist the Head of E&D and relevant equality group/committee on the renewal of the statutory Equality Outcomes Action Plan.
6. To represent the University in a professional manner at external diversity meetings, which will require travel within the UK.
7. To jointly coordinate the internal staff diversity networks meetings and activities.
8. To coordinate the applications process and during/post-course support for staff participating in diversity leadership programmes (Aurora, BAME etc).
9. To interpret staff and student datasets (by protected characteristics) provided by the Information Analyst (E&D).
10. Input to and support communications relating to EDI related events.
11. Be aware of emerging guidance, national benchmarking data and statements of good practice published by the EDI accreditation bodies.

Job Description – EDI Assistant

Main Purpose of Role

To provide administrative support to the Head of E&D, and the Equality, Diversity and Inclusion Team service.

Key Duties and Responsibilities

- Updating the ED&I webpages.
- Providing heads of schools/units data on online EDI Training Modules [both systematically and through enquiry by:](#)
 - Updating student spreadsheets
 - Updating staff spreadsheets plus onto Resource Link records
 - Emailing completion reports to the Schools/Units contacts
 - Liaising with the school/unit contacts to identify their requirements
- Arranging meetings and events for the EDI Team:
 - Booking rooms/venues
 - Booking food/refreshments (with dietary requirements)
 - Booking accommodation and travel for speakers
 - Creating flyers
 - Assisting on location when possible
 - Minute and note taking for EDI committees/groups chairs
- Assisting with the processing of invoices (Access to Work, internal/external invoices).
- Act as a contact and source of support for staff and managers through the Access to Work processes in line with policy provision (completion of Access to Work application forms and ordering recommended equipment for disabled staff).
- Analyse data and re-format EDI award submissions as required by E&D Award Advisers.
- Creating reports for the EDI committees/groups from compiled from independent research on the impact of EDI initiatives.