



## 1 Advertisement

**Post Title: EDI Consultant**

**School/department:** EDI Unit/Human Resources Division

**Hours:** full time or part time hours considered up to a maximum of 1FTE.

Requests for flexible working options will be considered (subject to business need).

**Contract:** permanent

**Reference:** 7896

**Salary:** starting at £34,304 to £40,927 per annum, pro rata if part time

**Placed on:** 17 June 2022

**Closing date:** 14 July 2022. Applications must be received by midnight of the closing date.

**Expected interview date:** to be confirmed

**Expected start date:** to be confirmed

Achieving equality, diversity and inclusion is fundamental to the success of the University of Sussex. We aspire not just to reduce inequalities in outcomes for individuals, but to use our expertise, commitment and courage to challenge the status quo. We will take bold action to transform the campus into one that is experienced as inclusive by all our communities.

We are looking for an EDI Consultant with experience of providing expert advice and insight on equality, diversity and inclusion legislation, policy and practice to support the University to deliver its vision and goals for inclusion, equality and diversity.

Please contact Jo Lawton ([e.j.lawton@sussex.ac.uk](mailto:e.j.lawton@sussex.ac.uk)) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division

Please find further information regarding the division at <https://www.sussex.ac.uk/equalities/>

## 3. Job Description

**Job Title:** EDI Consultant

**Grade:** G7

**School/Division:** EDI Unit/Human Resources

<b>Location:</b>	<b>Hybrid (Falmer Campus)</b>
<b>Responsible to:</b>	Assistant Director HR (Culture, Equality and Inclusion)
<b>Direct reports:</b>	None
<b>Key contacts:</b>	Pro-Vice Chancellor (Culture, Equality and Inclusion)

**Role description:**

Provide expert advice and insight on equality, diversity and inclusion legislation, policy and practice to support the University to deliver its vision and goals for inclusion, equality and diversity.

**PRINCIPAL ACCOUNTABILITIES**

- Support the development and effective operationalisation of the University's EDI strategy, action plan and supporting governance structures, to ensure these are reflective of good practice and remain aligned to the priorities of the University.
- Lead the co-design and delivery of a range of EDI projects and interventions aimed at fostering an inclusive community experience and ensuring equitable outcomes and opportunities for Sussex's students and staff.
- Provide information, advice and guidance on good, intersectional EDI practice and learning across the University.

**KEY RESPONSIBILITIES**

- Apply knowledge and understanding of existing/emerging good practice and community voice to design, test and deliver programmes of work that underpin Sussex's EDI strategy, developing meaningful evaluation mechanisms and milestone impact reviews.
- Provide expert advice to stakeholders across the university (academic and professional divisions/services) to aid them in the effective design, delivery and review of the projects/interventions for which they have accountability.
- Develop policies and guidance to further the effective implementation of good EDI practice.
- Identify gaps in EDI coverage across the University and make SMART recommendations to address these.
- Co-ordinate the University's institutional submissions to best practice EDI frameworks (including one or more of the following: the Race Equality Charter, Athena SWAN, Disability Confident, Stonewall Workplace Equality Index).
- Develop and maintain effective relationships across the University, including with staff and student networks, fostering contextual awareness and understanding and engendering confidence and trust in the advice and services provided to all stakeholders.
- Develop and enable effective EDI communications and updates across the University and encourage the sharing of best practice and collaboration in improving processes and procedures.
- Provide support to the effective running and governance of the EDI committees and groups including secretariat to task and finish groups, self-assessment teams and the EDI Strategy Programme Board.

- Ensure institutional records are in place to support compliance as required on EDI reporting in line with regulatory guidance, and government statute.
- Provide advice to managers on EDI best practice based on regularly updated knowledge, development of reports, toolkits and sharing of emerging thinking and reports within and outside higher education.
- Carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

## **Dimensions**

- This role does not have any non-pay budget responsibility.
- This role does not have line management responsibility.
- The post holder reports to the Assistant Director: HR (Culture, Equality and Inclusion).
- Working under general direction, within a clear framework, the post holder will manage their own work to achieve their agreed objectives.
- The role holder will play a key role in supporting the HR Divisional leadership team to achieve the strategic and operational goals of the University and the Pro-Vice Chancellor in realising the University's EDI ambitions.
- The post holder is expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- The postholder will Support the achievement of the Team's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Ability to build trusting, respectful and effective relationships with, and foster the respect of, a wide range of stakeholders, including senior staff members, staff networks and students, influencing as necessary and resolving conflict.
2. A pro-active, adaptable, co-creation approach to work, with an ability to work collaboratively in an environment of constant change and ambiguity to deliver work to a high standard and to deadline, managing multiple priorities with minimum supervision.
3. Effective oral and written communications skills with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood by a wide range of audiences; work with colleagues and customers providing information and responding to questions and queries.
4. Demonstrably strong influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.

5. Analytical skills with the ability to assess and analyse complex data to identify drivers of inequality and structural disadvantage at the University and within higher education and generate effective solutions to remove or mitigate these.
6. Ability to develop appropriate metrics and processes for tracking and monitoring the progress and impact of interventions and experience of maintaining confidentiality and handling sensitive information with discretion and in accordance with GDPR
7. Effective planning and organisational skills, including project management.
8. Ability to work flexibly within a small team and on own initiative.
9. Competent IT skills to carry out and manage own workload – Microsoft Office suite.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

1. Experience of implementing equality, diversity, and inclusion initiatives and projects within a complex organisation and supporting the production of policy, guidance and effective communications materials.
2. Demonstrable knowledge of current legislation and good practice on equality, diversity and inclusion, including public sector duties.
3. Evidence of continued professional development in EDI (formal and/or informal).
4. Firm commitment to achieving the University's vision and core values.

### **DESIRABLE CRITERIA**

5. Experience working in a university or similar complex environment.
6. Experience supporting effective strategy development and implementation.
7. Experience of supporting effective EDI governance structures.