

1 Advertisement

Post Title: Equality Charter Manager

School/department: Equality, Diversity and Inclusion Unit, HR Division

Hours: Part-time hours considered up to a maximum of 0.7 FTE (26.25 hours)

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

Contract: Fixed term until 31 July 2022

Reference: 7569

Salary: starting at £34,304 to £40,927 per annum, pro rata

Placed on: 11 January 2022

Closing date: 11 February 2022. Applications must be received by midnight of the closing date.

Expected Interview date: TBC

Expected start date: ASAP

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 have a strategic goal to reduce gaps in representation, experience, progression and reward based on protected characteristics.

We are seeking an Equality Charters Manager to work as part of a small team supporting work on equality, diversity and inclusion charters and indices. The initial focus for the role will be to manage the work required to support our applications at an institutional level for awards under the Stonewall Workplace Equality Index and the Disability Confident Scheme.

Reporting to the Head of the Equality, Diversity and Inclusion Unit, you will have experience within the HE sector that includes working with senior leaders and stakeholders across the organisation. You will have a proven track record in planning and organising work to deliver key deliverables to time and quality through collaboration with a cross-functional team. A sound knowledge of equality, diversity and inclusion law and best practice is essential.

Please note: the University is in the process of reviewing its approach to EDI following the appointment of a Pro Vice-Chancellor (Culture, Diversity and Inclusion) and applicants should note that the role and structure of the EDI Unit may change as a result. For this reason, the post is being offered as a secondment opportunity for a fixed-term period up to 31 July 2022.

Please contact Jackie Rymell, Head of the EDI Unit, j.a.rymell@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 school/division at <https://www.sussex.ac.uk/humanresources/index> and <https://www.sussex.ac.uk/equalities/>

3. Job Description

Job Description for the post of: Equality Charter Manager

Department: Equality, Diversity and Inclusion Unit

Section/Unit/School: Human Resources Division

Location: Hybrid role – up to 50% home-working and 50%+ campus-based in Hastings building

Grade: 7

Responsible to: Head of Equality, Diversity and Inclusion Unit

Responsible for: No direct reports

Main Purpose of Job

To be responsible for the management and co-ordination of institutional level activity in relation to work as part of a small team supporting work on equality, diversity and inclusion charters and indices. The key focus of this post will be to support the work of the University's equality steering groups and self-assessment teams in relation to disability and LGBTQ+ equality, and to work on new EDI initiatives, for example, the development of an allies' programme to support our equalities work, and setting up a framework for promoting equality on grounds of religion and belief. The postholder will manage the work required to support our applications at an institutional level for Disability Confident awards and submissions to the Stonewall Workplace Equality index, to ensure that the University meets its strategic goal to reduce the gaps in representation, experience, progression and reward based on protected characteristics. The role-holder will provide professional advice and guidance on equality issues to stakeholders across the University at all levels and develop high-level project plans and reports at the institutional and School level. Advice, support and guidance will be based on a deep and informed understanding of the issues facing staff in under-represented groups.

Key Duties & Responsibilities

1. To co-ordinate the University's Disability Confident and Stonewall submissions, including the drafting of SMART action plans.
2. To support the development of a University-wide approach to disability and LGBTQ+ equality, and respond to best practice guidance.
3. To act as secretary to the Disability Equality and Inclusion Steering Group (DEISG) and the LGBTQ+ Equality self-assessment team, coordinating meetings, writing papers and managing the work of these groups.
4. To monitor short, medium and longer-term actions, taking into account a rolling programme of submissions, to deliver ongoing equality charter and external recognition aspirations.
5. To contribute to University-wide projects, making appropriate arrangements for events and conferences using specialist knowledge, and or lead short-term projects within own functional area.

6. To undertake analysis, interpretation and presentation of complex data in relation to disability and LGBTQ+ equality, including statistical analysis of staff and student data, for example, disability pay gap data.
7. To draft and present high quality project plans, papers, reports and briefings for relevant committees. e.g. the University's Inclusive Sussex Programme Board, DEISG and LGBTQ+ self-assessment team.
8. To organize and coordinate sub-groups of the DEISG and LGBTQ+ SAT to take forward specific areas of work.
9. To design and deliver development workshops, presentations and events on Disability and LGBTQ+ equality - in collaboration with key stakeholders.
10. To hold focus groups and other consultative groups to follow up any issues arising from surveys and consultations.
11. To develop and maintain a "resource centre" to identify and share best practice across Schools and Professional Services Divisions in relation to disability and LGBTQ+ equality.
12. To monitor implementation of institutional disability equality and LGBTQ+ equality action plans and report on progress at relevant meetings.
13. To attend relevant internal and external network meetings representing the University, and to gather best practice/ideas to inform future developments.
14. To organise, arrange and contribute to or attend internal & external EDI meetings and events as appropriate.
15. To work closely with colleagues in the EDI Unit on handling queries and liaising with EDI Champions and other stakeholders across the University.
16. To undertake any other duties required of the role.

4. Person Specification

Person Specification Element	Criteria (Essential or Desirable)
Skills	<p>Essential</p> <ul style="list-style-type: none"> • Excellent planning and organisational skills • Excellent interpersonal and communication skills • Able to engage, influence and negotiate with a range of key internal and external stakeholders at all levels • Able to produce detailed, analytical reports • Able to work to critical deadlines in a pressurised environment, with minimal supervision • Able to demonstrate resilience and determination to achieve progress in spite of opposition and constraints • Able to identify and implement solutions to problems as they arise
Qualifications/ learning	<p>Essential</p> <ul style="list-style-type: none"> • Computer literacy in the use of Microsoft Office applications and other applications
Knowledge	<p>Essential</p> <ul style="list-style-type: none"> • Knowledge of Equality and Diversity legislation and best practice <p>Desirable</p> <ul style="list-style-type: none"> • Knowledge of the Disability Confident scheme and the Stonewall workplace equality index
Experience	<p>Essential</p> <ul style="list-style-type: none"> • Experience of bringing about culture change in a work context with evidence of impact • Able to demonstrate a strong awareness of and empathy with the issues relating to minority groups, especially disabled staff and students and members of our LGBTQ+ community • Able to deliver core elements of the wider equalities agenda
Personal Attributes	<p>Essential</p> <ul style="list-style-type: none"> • Ability to demonstrate the Universities Core Values of Kindness, Integrity, Inclusion, Collaboration and Courage in carrying out the role • Flexible and adaptable, operationally hands-on as necessary • Ability to be innovate and develop new ways of working • The ability to work collaboratively with colleagues as part of a small team