1 Advertisement

Post Title: Equality Charter Manager
School/department: Equality, Diversity and Inclusion Unit, Human Resources Division
Hours: Part time or Full time considered up to a maximum of 1 FTE
Requests for flexible working options will be considered (subject to business need).
Contract: Permanent
Reference: 6234
Salary: starting at £33,797 to £40,322 per annum, pro rata if part time
Placed on: 20 July 2021
Closing date: 6 August 2021. Applications must be received by midnight of the closing date.
Expected Interview date: ASAP
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 the gap in representation, experience, progression and reward between those with and without 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 Race Equality and Athena SWAN Charters.

Reporting to the Head of the Equality, Diversity and Inclusion Unit, the successful candidate 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.

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

Please contact Jackie Rymell, j.a.rymell@sussex.ac.uk for informal enquiries.

For full details and how to apply see our vacancies page.
2. The School / Division

Please find further information regarding the school/division at https://www.sussex.ac.uk/equalities/ and http://www.sussex.ac.uk/humanresources/

3. Job Description

**Job Description for the post of: Equality Charter Manager**

**Department:** Equality, Diversity and Inclusion (EDI) Unit

**Section/Unit/School:** Human Resources

**Location:** Hastings Building

**Grade:** 7

**Responsible to:** Head of the EDI Unit

**Responsible for:** N/A

**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 the Race Equality Charter and the Athena SWAN Charter (gender equality). The University is also a Stonewall Diversity Champion and participates in the Disability Confident scheme.

The initial focus for the role will be to manage the work required to support our applications at an institutional level for awards under Advance HE Equality Charters (Race Equality Charter and Athena SWAN) to ensure that the University meets its strategic goal to reduce the gap in representation, experience, progression and reward between those with and without protected characteristics.

The role-holder will provide professional advice and guidance on the Race Equality Charter and the Athena Swan Charter 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 Race Equality Charter (REC) and Athena SWAN institutional submissions, advising on best practice, and supporting departments, services and faculties in applying for School-level awards and external recognition. Assisting the Head of the Equality, Diversity and Inclusion Unit to develop a University-wide approach to race and gender equality, and responding to best practice guidance.
2. 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.

3. 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.

4. To undertake analysis, interpretation and presentation of complex data to inform Athena SWAN, and Race Equality Charter submissions, including statistical analysis of staff and student data.

5. To draft and present high quality project plans, papers, reports and briefings for relevant committees. e.g. the University’s Inclusive Sussex Programme Board, institutional and departmental Athena SWAN and REC Self-Assessment Teams (SATs) and sub-groups.

6. To organize and coordinate sub-groups of the REC and Athena SWAN SATs to take forward specific areas of work.

7. To design and deliver development workshops, presentations and events on the Race Equality and Athena SWAN Charters in collaboration with key stakeholders.

8. To hold focus groups and other consultative groups to follow up any issues arising from REC and Athena SWAN surveys and consultations.

9. To develop and maintain resources to identify and share best practice across Schools and Professional Services Divisions in relation to race and gender equality.

10. To coordinate the drafting of institutional REC and Athena SWAN submissions, including the development of SMART action plans.

11. To monitor implementation of institutional REC and Athena SWAN action plans and report on progress at SAT meetings.

12. To attend relevant internal and external REC and Athena SWAN and Higher Education Race Action Group (HERAG) network meetings representing the University, and to gather best practice/ideas to inform future developments.

13. To organise, arrange and contribute to or attend internal & external EDI meetings and events as appropriate.

14. To work closely with colleagues in the EDI Unit on handling queries and liaising with EDI Champions and other stakeholders across the University.

15. To undertake any other duties required of the role.
Job Context

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 the gap in representation, experience, progression and reward between those with and without protected characteristics. The University’s equality, diversity and inclusion strategy: Inclusive Sussex sets out the steps we are taking to become an inclusive university.

The post holder will be based in the Equality, Diversity and Inclusion team in HR, supporting work on equality, diversion and inclusion charters and indices. The role requires interaction with staff from diverse communities with empathy and an awareness of the issues that relate to under-represented groups.

Please note: the University is in the process of appointing 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.

Dimensions

1. The post does not have line management responsibility. The role-holder may be asked to supervise and coach colleagues working on a specific project which will have clear deliverables and an end date and will not be part of routine, ongoing operations.
2. The post does not have budget accountability. The role-holder will be asked to consider and advise on the selection of materials or services or on the use of resources in order to secure value for money in its broadest sense.
3. The role-holder is expected to keep senior colleagues abreast of implications of and developments in aspects of EDI that are relevant to the role, taking advice from the Head of EDI as needed.
4. Influence will be exercised at the operational level rather than the strategic level and will relate to implementation and review of action plans.

Organisational Structure

Professional Services comprise approximately 650 staff across eleven main divisions. The budget is approximately £12m a year. In addition, trading activities for residences and other campus services have a turnover of £17m a year.

Reporting to the Chief Operating Officer, the Professional Services are organised as follows:
- Academic Registry
- Communications and External Affairs
- Development and Alumni Relations
- Human Resources
- Planning and Performance
- General Counsel and Governance Services
- Research and Enterprise
- Residential and Campus Services
- Student Recruitment and Marketing
- Student Services

The University's professional services also include the Finance Division, with the Director of Finance reporting to the Vice-Chancellor.

The professional services support within each of the eleven Schools of Studies is headed by a School Administrator who reports to their Head of School.

**Internal and External relationships**

The role-holder will work with a range of stakeholders across the University including senior leaders, EDI Champions, and members of the relevant self-assessment teams. The role-holder will also form external relationships and networks, for example, with Advance HE.

**Other Contextual Information/Special Features**

Currently the EDI team is working remotely due to the pandemic. We are planning to adopt a hybrid working approach post-pandemic with team members working up to 50% of their time remotely and the remainder on-campus.
## Person Specification

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<thead>
<tr>
<th>Person Specification Element</th>
<th>Criteria (Essential or Desirable)</th>
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<tbody>
<tr>
<td><strong>Skills</strong></td>
<td><strong>Essential</strong></td>
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<tr>
<td></td>
<td>• Excellent planning and organisational skills</td>
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<td>• Excellent interpersonal and communication skills</td>
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<td>• Able to engage, influence and negotiate with a range of key internal and external stakeholders at all levels</td>
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<td>• Able to produce detailed, analytical reports</td>
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<td>• Able to work to critical deadlines in a pressurised environment, with minimal supervision</td>
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<td>• Able to demonstrate resilience and determination to achieve progress in spite of opposition and constraints</td>
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<td>• Able to identify and implement solutions to problems as they arise</td>
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<td><strong>Qualifications/learning</strong></td>
<td><strong>Desirable</strong></td>
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<td>• Computer literacy in the use of Microsoft Office applications and other applications</td>
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<td><strong>Knowledge</strong></td>
<td><strong>Essential</strong></td>
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<td>• Knowledge of Equality and Diversity legislation and best practice</td>
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<td><strong>Desirable</strong></td>
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<td></td>
<td>• Knowledge of Athena SWAN Charter and Race Equality Charter</td>
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<td><strong>Experience</strong></td>
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<td>• Experience of bringing about culture change in a work context with evidence of impact</td>
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<td>• Able to demonstrate a strong awareness of and empathy with the issues relating to minority groups, especially BAME staff and students</td>
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<td>• Able to deliver core elements of the wider equalities agenda</td>
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<td><strong>Personal Attributes</strong></td>
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<td>• Ability to demonstrate the Universities Core Values of Kindness, Integrity, Inclusion, Collaboration and Courage in carrying out the role</td>
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<td>• Flexible and adaptable, operationally hands-on as necessary</td>
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<td>• Ability to be innovate and develop new ways of working</td>
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<td>• The ability to work collaboratively with colleagues as part of a small team</td>
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