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| **Description and Person Specification**  **Professional Services Staff** |
| **Job title:** Equity and Inclusion Partner **DRAFT**  **Department:** People and Culture  **Pay Band:** D– JE required  **Line Manager:** Head of Learning and Organisational Development |
| **Role Purpose:**  Diversity is part of Ravensbourne’s DNA and Inclusion is one of our organisational values and this role will play a pivotal role in taking our EDI work to the next level.  The role will lead on Equity and Inclusion work within our staff community, supporting the university’s strategic EDI agenda, including the development of EDI Networks, leading on policy, resources and guidance, and promoting learning and other activities.  The postholder will be the subject matter expert for Ravensbourne’s EDI agenda. Drawing on expertise and data they will recommend areas of focus and appropriate actions to promote cultural and organisational change and improvement, enhancing staff experience of inclusion. |
| **Duties and Responsibilities:**   * Lead on the delivery of identified EDI initiatives and interventions across the staff community Ravensbourne, including positive action interventions to support under-represented groups. * Act as a trusted advisor on Equity, Diversity and Inclusion matters, working in collaboration with all teams across Ravensbourne’s staff community, including our People and Culture team. * Lead on the timely review of EDI Policies, Procedures, and Guidance to ensure compliance with best practice/best fit. * Proactively work with the Head of Learning and Organisational Development, Internal Communications colleagues and key stakeholders to identify, promote, and deliver EDI related events and activities for staff throughout the year. * Work with colleagues to review metrics, targets and analytics to understand and track progress against EDI actions and commitments. * Lead People and Culture’s engagement with Ravensbourne’s EDI Committee, attending meetings, driving the department’s actions and providing regular updates between the directorate and the committee, and other relevant governance structures. * Promote the staff voice in, and staff engagement with EDI across Ravensbourne, including supporting the development of staff networks and other mechanisms for staff input. * Promote best practice around EDI data collection and monitoring and regularly analyse and use data on EDI to determine future activities and priorities and measure outcomes for Ravensbourne. * Take a lead role in the development, understanding and appropriate use of Equality Impact Assessments within Ravensbourne, providing advice and support managers in undertaking assessments. * In collaboration with key colleagues develop resources for staff and managers to raise awareness and build understanding of key EDI issues.      * Build and maintain effective working relationships with the students’ union and academic colleagues to ensure effective coordination and connectivity of EDI work across our wider community. * Support the Head of Learning and Organisational Development in the identification, procurement, design, and potential delivery of EDI Learning Activities. * Provide expert advice for Ravensbourne in matters relating to EDI, sourcing external expertise when required. * Act as a source of professional advice and expertise, developing and acting upon specialist knowledge, best practice, and current approaches in EDI in Higher Education and more broadly. * Perform other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne’s objectives achieved.   **Other**   * Demonstrate an understanding of Ravensbourne’s values, culture and educational ethos and promote these through everyday practice in the role.      * Work within Ravensbourne’s Code of Conduct and other Rules.      * Comply with all legislative, regulatory and policy requirements (e.g., Finance, People & Culture) as appropriate.      * Carry out the policies, procedures, and practices of Health & Safety in all aspects of the role.      * Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne’s work and show commitment through everyday practice in the role. |
| **Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):**   * Director of People and Culture. * People and Culture Administrator. * HR Business Partners/Advisors. * Governance Manager. * Secretariat. * EDI Committee Chair and Members. * Director of Learning and Teaching. * Access and Participation Plan Manager. * Internal Communications and Marketing. * Estates and Facilities. * External Learning Providers. |
| **Resources Managed**  Budgets: Support the management of the EDI Budget  Staff: N/A  Other: N/A |

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| **Person Specification** |
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| **Knowledge and Experience** | **Essential** | **Desirable** |
| **Education**   * A levels or equivalent qualifications. | x |  |
| **Professional qualifications/experience**   * Experience of driving forward equality, diversity and inclusion activities and interventions to support organisational change and improvement. * Member of the Chartered Institute of Personnel and Development (MCIPD) or equivalent/relevant professional experience of EDI work related to staff. * EDI Related Qualification. | X  X | X |
| **EDI and Higher Education knowledge**   * Understanding of key issues related to EDI, including relevant employment legislation. * Experience of using Equality Impact Assessments to support organisational work. * Experiencing of creating and/or delivering high impact and engaging EDI resources and learning activities. * Experience of working in the EDI space within Higher or Further Education. | X  X | X  X |
| **Stakeholder Management**   * Experiencing of building and managing effective working relationships with internal stakeholders at all levels of an organisational including senior leaders. * Experience of building, managing and monitoring effective relationships with external stakeholders/providers/partner either informally or through formal contract management. | X  X |  |
| **IT and digital skills**   * Experience of using different technologies to collect, analyse and present information in a concise manner for a variety of audiences * Experience of using a variety of IT and digital packages to enhance inclusivity in the workplace | X  X |  |
| **Events and activities**   * Experience of leading and/or supporting the delivery of inclusive events. | X |  |

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| **Core Personal skills abilities and behaviours** | **Essential** | **Desirable** |
| **Management and leadership**   * Proven ability to lead and motivate individuals and groups to achieve positive outcomes without direct line management. | X |  |
| **Equality, Diversity & Inclusion**   * Demonstrable commitment to advancing and promoting equity, equality, diversity and inclusion. * Proven ability to role model inclusive behaviours, and inspire enthusiasm and engagement with EDI issues. | X    X |  |
| **Communication and collaborative working**   * Evidence of the use of effective and inclusive communication skills across a variety of mediums to reach different audiences. * Works collaboratively and constructively with others to achieve effective outcomes. * Ability to confidently and effectively deliver presentations to large and small groups online and in person | X  X  X |  |
| **Organisation**   * Ability to manage competing demands on time, to prioritise effectively and take decisive action to deliver to tight deadlines. | X |  |
| **Other**   * Ability to analyse and interpret data * Strong influencing and stakeholder management skills | X  X |  |

**This Job Description may be reviewed, and duties amended aligned with Ravensbourne’s requirements, any changes will be made in collaboration with the postholder.**

**Our Values**

**Connection:** We value what happens together and we collaborate to achieve our collective goals.

**Dynamism:** We embrace every opportunity to adapt and optimise.

**Inclusion:** We celebrate our diversity, and we embrace difference as a source of strength.

**Professionalism:** We aim for quality in everything we do and take pride in our work.

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