

# Faculty of Humanities

## Associate Dean for Equality, Diversity and Inclusion (EDI)

### Overall purpose:

The Associate Dean for EDI will be responsible for leading the further development and ongoing implementation of the Faculty of Humanities' strategy for equality, diversity and inclusion in accordance with the University's overall strategy. The post holder will be responsible for ensuring that the Faculty delivers on its goals in pursuit of its targets in this important area.

The role will involve working with a range of internal colleagues and stakeholders, including School and Athena SWAN SAT leads, the Head of HR, the Director of Faculty Operations, the Vice Dean for Teaching, Learning and Students (TLS), the Faculty's PSS EDI lead and the Equality, Diversity and Inclusion Unit to deliver the Faculty's objectives.

The post will be for a period of 3 years in the first instance. It will carry a 20% workload adjustment. The person appointed will continue to hold their substantive appointment and will revert to this following their period as Associate Dean. There is an additional allowance of £3000 per annum as well as the salary for their substantive post.

**Responsible to:** Faculty Vice-President and Dean

### Key Duties and Responsibilities:

- To provide strategic leadership on EDI matters for both staff and students.
- Review the targets and aspirations of the Faculty in relation to EDI metrics and develop and implement a suitable strategy to deliver them.
- Work with School/Athena-Swan leads to develop the highest level of accreditation and to ensure the development and implementation of ambitious, but workable action plans.
- To contribute to and support the University's work on its Race Equality Charter Mark action plan.
- In partnership with the Faculty Head of HR and the Vice Dean for TLS, and in conjunction with the Dean and the Faculty Leadership Team, oversee the Faculty's commitment to equality and diversity in our workforce and student body to develop bold and novel practices and actions that will ensure this.
- To report to the Faculty Leadership Team (FLT) and, on behalf of Faculty, to the HR Sub-Committee on progress against objectives and targets as part of the mid and end of year APR review.
- To represent the Faculty on University Working Groups and for a as required, including the University Equality, Diversity and Inclusion Leadership Group

### Person Specification

The post-holder must possess the following experience, skills, knowledge and qualities:

- The ability to articulate and make practical a clear vision of the EDI strategy and ambitions of the University and Faculty.
- Expertise in and a personal commitment to EDI matters across the full range of protected characteristics. This will ideally include a good understanding of the legislative framework governing EDI in employment as well as that relating to students.
- A successful record of undertaking an academic administrative role at School, Faculty or University level.

- A commitment and ability to consult and engage effectively with a wide range of stakeholders in order to advance the EDI agenda.