

RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (eg. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

Closing Date: 7 May 2017

Interviews are planned for: 17 May 2017

Produced by:
Resourcing Team
Human Resources
University of Essex
Wivenhoe Park
Colchester CO4 3SQ
United Kingdom
Tel: +44 (0)1206 873521/874588
Email: resourcing@essex.ac.uk



JOB DESCRIPTION – Job ref (REQ00598)

Job Title and Grade:	Equality, Diversity & Inclusion Officer Grade 6
Contract:	Fixed term for one year (maternity cover), full-time
Hours:	36 hours per week
Salary:	£25,298 - £28,452 per annum
Department/Section:	Human Resources
Responsible to:	Head of Equality and Diversity (Organisational Development)
Reports on a day to day basis to:	Head of Equality and Diversity (Organisational Development)
Purpose of job:	We are looking for an Equality, Diversity and Inclusion Officer to join us on a fixed term basis in our HR Section. You will be a member of the Organisational Development team and will support projects and networks across our full portfolio: Professional Development; Employee Engagement; Equality and Diversity; Education Technologies; Talent Development; and Employment Policy. This role reflects the priorities of the University's People Supporting Strategy 2015 – 2019 and the range of activities the team are currently leading. The role has three key elements; raising awareness of initiatives designed to promote an inclusive culture; increasing engagement with these initiatives; developing resources to support embedding inclusive workplace practices.

Duties of the Post:

The main duties of the post will include:

1. Raising awareness of initiatives designed to promote an inclusive culture among the wider University community (e.g. Athena SWAN, Stonewall Workplace Equality Index) through the development, and delivery, of a communications plan.
2. Working with colleagues across the OD team and the wider HR Section to ensure high-levels of awareness of, and engagement with, work to promote equality and diversity, specifically in relation to gender, race, age, disability, religion or belief, sexual orientation and gender identity.
3. Working with colleagues in OD to identify HR processes, schemes, policies etc into which equality and diversity considerations need to be embedded and advising on ways in which this can be achieved.
4. Reviewing Equality and Diversity-related training programmes to ensure the content is accurate and up-to-date.
5. Producing resources to support embedding inclusive workplace practices e.g. learning materials, case studies, templates and briefings.
6. Working with colleagues in OD to develop material which provides information/skills training, appropriate to different groups of staff, on sexual violence, harassment and hate crime
7. Attending relevant events and activities both within and external to the University to ensure up-to-date awareness of good practice within the HE sector and elsewhere.
8. Any other reasonable duties as may be assigned from time to time by the Director of Human Resources or their nominee.



These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.

Terms of Appointment:

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

PERSON SPECIFICATION

JOB TITLE: Equality, Diversity & Inclusion Officer

Qualifications /Training

	Essential	Desirable
▪ Education to degree level qualification or equivalent professional experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Membership of CIPD or equivalent professional qualification	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
▪ Knowledge of UK equality and diversity legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of initiatives the University is engaged in to promote an inclusive culture	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of developing resources such as learning materials, case studies, templates, briefings	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of successfully managing several projects/activities at the same time	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of managing cultural change as part of a project plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Knowledge of recognised approaches to deliver organisational development change	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Experience of working in a multi-disciplinary area	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Skills/Abilities

	Essential	Desirable
▪ Excellent organisational and planning skills with ability to manage multiple and competing priorities with accuracy	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent communication skills, both written and oral, with the ability to tailor communication to suit audiences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills and a proven ability to work with people at all levels of the organisation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to identify key issues in your role and take responsibility for managing your workload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to understand different perspectives and discuss difficult issues in a sensitive, respectful manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Observable resilience at periods of uncertainty and change during projects and within teams. The ability to support others during these changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to engage with colleagues in understanding a problem, develop innovative solutions and prioritise actions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to drive sustainable change and improvements through resilient behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Advanced ICT skills in Microsoft Office applications	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to the University's values and mission to deliver	<input checked="" type="checkbox"/>	<input type="checkbox"/>



excellence in both education and research and to the principles set out in its People Supporting Strategy		
▪ Commitment to developing your professional knowledge, skills and experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to taking responsibility for your professional judgement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Commitment to the principles of equality and diversity	<input checked="" type="checkbox"/>	<input type="checkbox"/>

The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

April 2017

ADDITIONAL INFORMATION

Human Resources

You can find more information about the department at the following <http://www.essex.ac.uk/hr/>

General information

This position is open to internal candidates only.

This role is suitable for job share and flexible working.

Informal enquiries may be made to Karen Bush, Head of Equality and Diversity (telephone: 01206 873506 e-mail: kbush@essex.ac.uk). However, all applications must be made online.

People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit www.wivenhoeparkdaynursery.co.uk
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

No smoking policy

The University has a no smoking policy.