



UNIVERSITY OF LINCOLN  
JOB DESCRIPTION

|                   |   |              |   |             |              |
|-------------------|---|--------------|---|-------------|--------------|
| <b>JOB TITLE</b>  | Equalities Manager                            |              |   |             |              |
| <b>DEPARTMENT</b> | Human Resources                               |              |   |             |              |
| <b>LOCATION</b>   | Brayford                                      |              |   |             |              |
| <b>JOB NUMBER</b> | HR1072  | <b>GRADE</b> | 7 | <b>DATE</b> | January 2021 |
| <b>REPORTS TO</b> | Head of Equality, Diversity & Inclusion (EDI) |              |   |             |              |

**CONTEXT**

The Higher Education Sector is going through a period of unprecedented change. The COVID 19 Pandemic has had a significant impact on the lives and professional activities of our colleagues and students resulting in a number of Equality and Inclusion challenges. The events of summer 2020 have highlighted the need to address the issues of race and representation with the institution and wider community.

Significant changes to the funding regime along with the introduction of key information metrics across all aspects of the sector's performance, are likely to have fundamental and lasting changes to the HE sector as a whole. At the same time Lincoln is an ambitious University enjoying a meteoric rise in the league tables since its establishment in 2001.

The Human Resources function performs a vital role in supporting and shaping the organisation to meet its' strategic goals and transition its culture and processes to continue to succeed. At the heart of the function's delivery plan is the vital people agenda, which ensures our delivery of the University's ambitions in the following key areas: developing excellence and attracting talent, maintaining an engaged workforce, supporting wellbeing and delivering change, innovation and improved performance.

Reporting to the Head of Equality, Diversity & Inclusion (EDI), the role will be key to enabling the continued advancement of our equalities work, by directly supporting the delivery of projects e.g. Race Equality Charter and other pieces of work that stretch across our staff and student community.

**JOB PURPOSE**

The purpose of the role is to project manage and coordinate the University's work towards achieving and progressing key equality charters and benchmarking initiatives, and to manage activities for ensuring the collection and distribution of equalities monitoring data and to report this, and critically progress in terms of performance against our work.

More broadly, the post-holder will play a leading role in supporting the University to meet its Key Performance Indicators in relation to equalities and inclusion under our Institution's strategic plan. The post-holder will help us to advance further how we engage our staff and students in increasingly contributing to the formation and shape of our inclusive culture as an institution.

## KEY RESPONSIBILITIES

### Project Management

Provide project management and co-ordination for equality initiatives, projects and assist with the submission of Awards and Charters e.g. the University's submission of the Race Equality Charter Mark, and other relevant charters/benchmarks.

Coordinate and set up structures for enhancing institutional-level support for school and local-level activity on projects and initiatives that support the advancement of staff and student equality.

Oversee, coordinate and support the implementation of associated equality action plans or projects inclusive of data and benchmarking initiatives.

### Analysis and Reporting

Analyse and report on monitoring data for the use in award and charter submissions and to support the EDI Agenda to identify potential issues and develop mitigation.

Analyse data and information for internal and external reporting purposes e.g. HR annual report and freedom of information requests.

Develop reports and papers to support the EDI strategy and develop positive impact initiatives

### Partnerships and Networking

Work in partnership with key stakeholder groups such as EDI Forum, Eleanor Granville Centre, School and College Inclusion Committees, Staff Networks, Student Union and the Joint, Equality, Diversity and Inclusion (JEDI) partnership

Actively participate in internal and external networks, University meetings, activities and events relating to the equality charters and higher education equalities data, in order to share good practice, enhance institutional knowledge and promote the university's work in these areas.

Promote and embed the One Community values within the Institution and with the wider Lincoln Community,

### Training

Design and deliver briefings, presentations, training, communications and other awareness activity, in order to enhance understanding of, and engagement in, equalities charters and benchmarks that the university participates in.

### Meeting Support

Support institutional steering, project and self-assessment groups relating to equalities work and benchmarking, e.g. Race Equality Charter to ensure the effective running of these groups; i.e. identify agenda items, produce papers, contribute to meetings and support Chairs and other members of these groups accordingly.

### General

To adhere to the University’s Equality and Diversity Commitment in all activities, and to actively promote equality of opportunity wherever possible.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

| Key Working Relationships/Networks   |  |
|--|--|
| Internal   | External   |
| <b>Examples of internal partners:</b><br>Eleanor Glanville Centre (EGC) Joint Equality Diversity Inclusion (JEDI) partnership<br>Students’ Union<br>Senior Leadership Team<br>College Leadership Team<br>HR<br>Student Services<br>Academic Community<br>Staff<br>Students | ECU – nationally<br>ECU – regional networks<br>UHR – regional networks |

Our *One Community Values* define our *One Community* ethos and are a framework to ensure that respectful and inclusive behaviours are at the heart of all we do – for each other, our partners and our customers (internally and externally) both in our thoughts and our actions.

The University positively encourages applications and the opportunity to employ people from underrepresented groups inclusive of Black and Ethnic Minority candidates, candidates of all gender identities and expressions, candidates from the LGBT+ community and those that practise different faiths and beliefs to enhance our *One Community* where we strive to be kind, patient, and supportive of each other.



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

|                  |                    |                   |        |
|------------------|--------------------|-------------------|--------|
| <b>JOB TITLE</b> | Equalities Manager | <b>JOB NUMBER</b> | HR1072 |
|------------------|--------------------|-------------------|--------|

| Selection Criteria   | Essential (E)<br>or Desirable<br>(D) | Where Evidenced<br>Application (A)<br>Interview (I)<br>Presentation (P)<br>References (R) |
|--|--------------------------------------|---|
| <b>Qualifications:</b>   |                                      |   |
| A degree or equivalent experience in a relevant subject area or field (social sciences, equalities, human resources, statistics or other relevant subject area)    | E                                    | A   |
| <b>Experience:</b>   |                                      |   |
| Analysing, interpreting, reporting on and present complex quantitative and where available qualitative data including action or work plans that drive change.      | E                                    | A,I   |
| Co-ordinating or managing projects within a large, complex and diverse organisation.   | E                                    | A,I   |
| Working with senior staff.   | D                                    | A,I   |
| <b>Skills and Knowledge:</b>   |                                      |   |
| An understanding of equality and diversity legislation, issues and good practice, including Equality Charter Marks   | E                                    | A,I   |
| Understanding of the importance of data protection and confidentiality within in the public sector.  | E                                    | A,I   |
| Excellent written communication skills with the ability to produce clear, concise and effective papers, documents and reports                                      | E                                    | A,I   |
| Ability present and adapt information to meet the needs of diverse groups of people and/or audiences.  | E                                    | A,I   |
| Ability to form internal and external networks and partnerships  | E                                    | A,I   |
| Competent in using all MS Office applications (Specifically Excel).  | E                                    | A,I   |
| <b>Competencies and Personal Attributes:</b>   |                                      |   |
| Significant personal commitment to equality and diversity.   | E                                    | A,I   |
| From time to time may require travel and attendance at EDI conferences, network meetings and training events across the country which may require overnight stays. | E                                    | I   |

|   |          |            |
|---|----------|------------|
| Ability to work autonomously, and effectively manage own workload within agreed priorities and deadlines. | <b>E</b> | <b>A,I</b> |
| Experience of working in higher education.  | <b>D</b> | <b>A,I</b> |

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

|               |    |             |    |
|---------------|----|-------------|----|
| <b>Author</b> | BA | <b>HRBA</b> | HA |
|---------------|----|-------------|----|