



**Job Title:** Equity, Diversity and Inclusion Charters Officer  
**Grade:** 7  
**Salary:** £38,205 to £44,263 per annum pro rata  
**Department:** Human Resources (Equity, Diversity and Inclusion Team)  
**Hours/Contract:** Full-time, part-time (0.7FTE 26.25 hours minimum) or job share.  
 Fixed term contract from 01 September 2024 for 12 months  
**Job Family:** Management and Administration  
**Reference:** 10221

## Role Purpose

This role will work across the full remit of the University’s EDI responsibilities and aspirations, contributing to key aspects of the implementation of the University’s Equity, Diversity & Inclusion strategy. The post holder will have significant responsibility for external equality accreditations, supporting and coordinating the University’s work towards achieving and progressing Athena Swan and Race Equality Charter awards and, in particular, supporting departmental Athena Swan submissions.

The role will be in Equity, Diversity and Inclusion (EDI) Team and report to the EDI Manager.

## Main Duties and Responsibilities

- Play a key role in supporting the University's Athena Swan and Race Equality Charter accreditations, including:
  - Planning, leading and organising activity to ensure actions are completed and embedded.
  - Monitoring and evaluating the impact of actions against desired outcomes, proposing and implementing changes as a result of feedback.
- To support Athena Swan departmental self-assessment teams, providing specialist charter mark advice, best practice and reviewing draft Athena Swan departmental applications to strengthen submissions.
- Producing briefings and updates in preparation for future Race Equality Charter submissions.
- Leading termly Athena Swan Network meetings to provide Charter updates and facilitate the sharing of best practice across the University
- Working closely with HR Business Support, the EDI Engagement and Data Officer, EDI Project Manager, Planning and departmental Athena Swan Self-Assessment Teams (SATs) to collate, analyse and prepare data for Athena Swan and the Race Equality Charter applications and for the annual Equality Information and EDI Annual Reports.
- To provide project support and co-ordination for EDI projects and activities, including University charter marks, guidance and resources.
- To participate in the University’s Equity Action Groups, particularly the Gender Equity Action Group and Race Equity Action Group, providing support to the groups and feeding into the overarching objectives.



Athena Swan  
Silver Award



Race Equality Charter  
Bronze Award





- Other EDI work including:
  - To act as the EDI Team’s gender equity lead, designing and delivering solutions to advance gender equity and inclusion
  - Provide advice and expertise on equalities legislation, sector good practice and innovative EDI solutions to key stakeholders across the University.
  - Develop and deliver high quality EDI training for University staff, as required.

### Internal and External Relationships

- Work closely with colleagues in HR and across the University to ensure EDI is embedded into all aspects of University life.
- Chairs of Departmental Athena Swan Self-Assessment Teams and institutional Athena Swan and Race Equality Charter leads.
- Chairs of the University’s Staff Equity Fora, Equity Action Groups and EDI Committees.
- Key university stakeholders and the University of Leicester Students’ Union, Leicester LGBTCentre.
- Work in close collaboration with teams involved in advancing equality charter marks.
- External bodies including Advance HE and other universities.

### Planning and Organising

- Plan and prioritise own workload, as well as that of other staff, considering current, short term and long term responsibilities and tasks, whilst responding to new pressures and adjust priorities as needed.
- Lead assigned projects.
- Maintain project plans, including tracking progress against Gantt Charts, updating plans to reflect progress.
- Coordinating the development of briefing and workshop events at a University-wide level

### Qualifications, Knowledge and Experience

#### Essential

- Degree or equivalent professional qualification in a relevant subject or equivalent experience in a similar role. \*
- High level IT skills including full range of Microsoft Office Suite software, especially Excel, Outlook, Word and internet use.
- Experience of analysing, interpreting, reporting on and present complex quantitative and where available qualitative data including action or work plans that drive change. \*
- Detailed knowledge and experience of Athena Swan, the Race Equality Charter or similar equality charters. \*
- Experience of report writing. \*



Athena Swan  
Silver Award



Race Equality Charter  
Bronze Award



LGBT+ Inclusion Award  
2020 - 2021  
**AWARDEE ORGANISATION**





- Experience of project management or general administrative procedures. \*
- Experience of taking responsibility and working independently to deal appropriately and efficiently with unforeseen problems/issues.

### Desirable

- Experience of working within the Higher Education sector.
- Experience of developing and delivering training, briefing and seminars to a wide variety of audiences.
- Experience of conducting and analysing surveys.

### Skills, Abilities and Competencies

#### Essential

- Ability to work independently and use initiative with a pro-active and flexible approach.
- Ability to critically interpret data and translate ideas into tangible actions.
- Ability to meet deadlines and work to a tight timescale whilst managing a diverse workload and responding to frequently changing priorities\*.
- Ability to form and maintain good relationships with informal and formal network groups including academic staff and work productively as part of a team.
- Written and oral communication skills, including the ability to influence and negotiate appropriately and sensitively with a range of stakeholders\*.
- Ability to understand and respect confidentially and sensitive data.
- Ability to work to high standards and learn from experience, with a demonstrable understanding of quality performance.
- Ability to acquire knowledge of key equality legislation and compliance, along with a demonstrable understanding of the impact of discrimination. \*
- Ability to proactively engage with team members regarding the promotion of equity and diversity work throughout the University.

***\*Criteria to be used in shortlisting candidates for interview***

### Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.





Supporting University Activities
As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.
University Values
<p><b>Inclusive</b> - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.</p> <p><b>Inspiring</b> - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.</p> <p><b>Impactful</b> - As Citizens of Change we will generate new ideas which deliver impact and empower our community</p>
Equity and Diversity
We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equality support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

