**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks

It may be varied from time to time at the discretion of the College in consultation with the postholder

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| **Job Title:** Equality, Diversity, and Inclusion Advisor | **Job ref no: PSD-0094-24** |
| **Grade: 6** | **Department:** Principal’s Office |
| **Accountable to:** Head of Equality, Diversity, and Inclusion | **Responsible for:** NA |

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| **Job summary:**  To comply with RVC’s legal requirements and the objectives laid in our Institutional Equality, Diversity, and Inclusion (EDI) sub-strategy, we are seeking to appoint an EDI Advisor to support the work of RVC’s newly formed EDI Unit. The postholder will play a key role in supporting both the Vice Principal for EDI and Head of EDI in the advancement of the RVC’s EDI agenda.   * To Equality Impact assess existing and new RVC policies and practices. * To deliver disability support for members of staff, line managers and departments, providing specialist information advice and guidance on disability and reasonable adjustments policies, procedures, and good practice, and assist the Head of Equality, Diversity and Inclusion in ensuring that an outstanding, user-centred service is provided to our community. * Excellent written and oral communication skills, with the ability to interact with internal and external stakeholders. * Ability to multi-task and cope with a varied workload, and to deliver accurate and high-quality work in a timely manner and often to strict deadlines. * Willingness and enthusiasm to embrace change and help lead innovative approaches to promote equality, diversity and inclusion issues across policy and practice. * Experience in EDI and a familiarity with relevant UK legislation, regulations, accreditation frameworks and codes of practice related to EDI. |
| **Competency: Equality, Diversity, and Inclusion – Organisational support** **Key tasks:**   * Provide support to the Vice Principal for EDI and the Head of EDI, maintaining discretion and confidentiality at all times. * Maintain an up-to-date knowledge of relevant UK legislation, regulations, accreditation frameworks and codes of practice related to EDI. * Support the delivery of EDI projects, e.g. The EDI Annual Inclusion Award and equality charter work (Athena Swan, Race Equality charter etc). * Support the delivery of the RVC’s EDI action plans, priorities and KPIs. * To demonstrate support for RVC’s commitment to equal opportunities, its Equality, Diversity and Inclusion Policy and Dignity at Work and Study Policy. |
| **Competency: Equality, Diversity, and Inclusion – Strategy support**  **Key tasks:**   * To Equality Impact assess existing and new RVC policies and practices. * To liaise with departments and colleagues across the university and provide specialist support and training on Equality Impact Assessment requirements. * To offer specialist advise to departments and colleagues across college in preparing new policies, ensuring an EDI lens is considered from design to implementation. |
| **Competency: Equality, Diversity, and Inclusion – Disability support for staff** **Key tasks:**   * Be the lead contact for advising on disability and reasonable adjustments to staff and managers, finding solutions to suit the individual, only referring complex cases to the Head of EDI. * Translate equality legislation to ensure the RVC is compliant with statutory requirements, particularly around disability and reasonable adjustments. * Contribute to the development of policies, procedures, and resources for supporting staff and students with disabilities and neurodivergent needs. This includes contributing to the production of a range of publications and guidance for members of staff, line managers and departments, including material for print and online channels, to ensure the availability of relevant and accessible information on a range of disability support issues and Department for Work and Pensions funding. This work will be carried in collaboration with the HR team and the Learning and Wellbeing team. * To undertake regular training and continuing professional development to keep abreast of changes and developments in the field of disability support. * Maintain up-to-date knowledge of government policy and sector practice relating to disability support in the workplace. Work closely with the Head of EDI to identify relevant areas for potential operational development. |
| **Competency: Communication**  **Key tasks:**   * Communicate effectively with staff across all levels on a wide range of EDI projects and activities. * Carry out communication and duties in a way which promotes fairness in all matters and which engenders trust. |
| **Competency: Liaison & Networking**  **Key tasks:**   * To build effective relationships with internal stakeholders including (but not exclusive to) HR, Admissions, External Communications and Learning & Wellbeing teams. * Build and maintain effective working relationships with different teams and colleagues across the university, in the development and delivery of our EDI projects and goals. |
| **Competency: Service Delivery**  **Key tasks:**   * Provide high levels of customer care to users (staff, students, and managers), answering queries, and referring to the Head of EDI only when queries are highly complex. * Offer professional and confidential guidance and support for members of staff applying for the UK Government’s Department for Work and Pensions (DWP) Access to Work grant scheme. * To act sensitively and in a confidential manner to ensure members of staff feel confident and secure to discuss personal disability issues and are treated with fairness, dignity, and empathy. |
| **Competency: Planning and Organising**  **Key tasks:**   * Maintain complete and accurate records of support offered and communication. Supply accurate statistical information with analysis and interpretation as requested. * Work with due regard to requirements of the Data Protection Act and ensure the appropriate storage and handling of sensitive personal data. * Manage own time to effectively manage workload. * Progress and prioritise different projects on any given day, such as balancing urgent and reactive work with less urgent, longer-term projects. |
| **Flexibility:**   * To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |