**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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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 EDI** | **Responsible for:** | **NA** |
| **PS created by/ or reviewed by:** | **Ana Faro** | **Date PS created/ reviewed:** |  |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| 1. **Knowledge and Experience** | * A-Level or equivalent qualification or have equivalent skills acquired in the workplace. * Work experience in Equality, Diversity, and Inclusion (EDI) * Familiarity with relevant UK legislation, regulations, accreditation frameworks and codes of practice related to EDI. * Understanding of issues relating to confidentiality and data protection regulations/practice. | * Knowledge of the Higher Education sector. * Work experience around supporting Equality Impact Assessments of policies and procedures. * Work experience around Disability support and Reasonable Adjustment policies and practices. * Work experience on EDI Charters in Higher Education Institutions, particularly Athena Swan and Race Equality Charter Marks. |
| **2. Service delivery** | * Proven experience of providing high quality support and advising to members of staff and managers on a range of policies, procedures, and good practice. * Experience of dealing with confidential/difficult situations with tact and diplomacy. | * Proven experience providing advice and support around Equality Impact Assessments. * Proven experience providing advice and support around reasonable adjustments enquires and supporting members of staff applying to Access to Work grants. |
| 3. Communication | * Ability to convey basic information clearly and accurately. * Ability to explain complex or detailed specialist information. * High-level of communication and interpersonal skills. * Excellent written and oral communication skills, with the ability to interact with internal and external stakeholders. * Experience of dealing with confidential/difficult situations with tact and diplomacy. | * Experience of producing and editing effective content for websites and printed materials (e.g. newsletters, reports leaflets and brochures) |
| 4. Teamwork and Motivation | * Willingness and ability to work collaboratively with colleagues. * Commitment to collaborative working across professional boundaries. |  |
| 5. Liaison and Networking | * Experience of building relationships with a variety of people at all levels of an organization. * Able to work as part of multi-disciplinary teams and build effective working relationships with a wide range of immediate colleagues, other University departments and external support providers. | * Engagement with EDI networks across the sector. |
| 6. Planning and Organizing | * Manage own time to effectively manage workload. * A flexible attitude to work, including the ability to take up new tasks when required. * Proven problem-solving skills. * Ability to identify improvements and implement creative practical solutions. |  |