Job Description

Job Title:	Equality, Diversity & Inclusion (EDI) Co-ordinator
Faculty/Professional Directorate:	People & Organisational Development
Reporting to:	EDI Manager
Duration:	Continuing
Job Family:	HR and Welfare
Pay Band:	Band 5
Benchmark Profile:	Administrator (HR) Band 5
DBS Disclosure requirement:	N/A
Vacancy Reference:	N/A

Details Specific to the Post

Background and Context

The People & Organisational Development Directorate offers strategic and operational support to the University's management and staff on all aspects of HR and OD which underpin organisational strategies, structures, systems, skills and performance. The key objective of the service is to deliver an integrated approach to Human Resource Management and Organisational Development across the University based on insights, strategy and solutions. The HR and OD Partnering Service leads specifically on areas such as employee relations, resourcing, workforce planning, organisational design and development, people management, equality, diversity and inclusion and wellbeing.

The University has embarked on an ambitious programme of change which will have a significant impact on staff and the engagement of staff with this programme is key to its success. The HR & OD Directorate has a major role in leading and implementing the Change Agenda.

Specific Duties and Responsibilities of the post

The EDI Co-ordinator is a key role within the EDI Team responsible for the provision of EDI-related administration and support of EDI projects and engagement events for the University community.

- The postholder will have knowledge of, and interest in, EDI issues, particularly related to implementing solutions in the workplace, in some or all of the following areas: race,

disability, sexual orientation, gender identity, age, religion or belief, family and socio-economic status.

- The post holder will work alongside the EDI Advisor, providing up to date guidance in relation to EDI related legislation and best practice, and contribute to the EDI Team's agenda.

- The postholder will support the EDI Advisor with updating social justice and inclusion related policies, monitoring compliance and providing data and reports to relevant committees. This will involve working closely with colleagues across all Schools and Service Areas.

- The post holder will support the team using all appropriate data to enhance policy and inform strategic decision making to meet the objectives of the University for a more diverse and inclusive environment to work, study, live and visit.

- The post holder will support the EDI Advisor in providing guidance to staff across the institution related to EDI legislation, policy and process. This will include the design and delivery of EDI related training for staff, and contributing to the review of existing EDI e-modules to ensure currency.

- The postholder will help to develop internal staff networks, providing safe spaces for colleagues and their allies to share experiences and contribute to University EDI related learning.

- To support in the co-ordination of awareness raising activity including the management and curation of a calendar of communications and events such as (among others) Black History Month, Disability History Month, International Women's Day and Pride Month. To maximise engagement and report on participation.

- To support the EDI Manager in maintaining a productive and supportive relationship with the Inclusion workstream sponsors.

- To engage with colleagues both internally and externally to the University to determine best practice in terms of providing an inclusive education, learning environment and workplace.

- During busy periods, there may be a requirement to support other cross-departmental activities.

General

- The post holder will be responsible for ensuring compliance with the University of Hull regulations, policies, and Codes of Practice.

- To support the work of the EDI Manager, delivering professional administration and flexible support.

- Provides administrative support and coordination within the EDI team, taking responsibility for designated areas of work.

- Provides EDI information and advice to managers and employees in line with University polices/procedures and terms and conditions.

- Supports casework and project work through arranging meetings, preparing formal notes and reports, managing documents and undertaking research as directed.

- Plans and priorities' own work making judgments about when to refer to the EDI Manager and calling on additional support when needed.

GENERIC JOB DESCRIPTION

The job duties and responsibilities listed below are intended to describe the general nature of the role. The duties and responsibilities and the balance between the elements in the role may change or vary over time depending on the specific needs at a specific point in time or due to changing needs in the department. Candidates should note that there may not be an immediate requirement to carry out all the activities listed below.

Overall Purpose of the Role

- The role holder:
  - o Will provide administrative support to staff in relation to HR.
  - o Will have practical working knowledge of the system/process/operating environment gained through formal instruction and/or experience.
  - o May have specific responsibility for a clearly defined section or sub-section of work and will use initiative within the boundaries of the role in line with University policies and procedures. This will include the discretion to deal with non routine queries and/or issues but more complex situations will be referred to senior colleagues.
  - o Will plan and prioritise own work and may be required to delegate work to others within agreed objectives.

Main Work Activities

Communication

- Provide advice and guidance to staff and managers to progress recruitment approval procedures.

- Provide advice on appropriate assessment techniques or methods that could be used, and interview best practice.

- Respond to queries from external bodies.

- Prepare, sign and issue standard contract documentation.

- Provide advice and assistance to colleagues and new recruits on University HR policies and procedures.
- Provide advice to staff and managers on standard terms and conditions of employment.
- Take notes and produce formal minutes at meetings when required.

Teamwork

- Required to supervise the work of others.
- Provided advice and guidance to the wider team.

Service Delivery

- Lead the provision of day-to-day human resource services to management and employees within a specified section.
- Develop and manage office systems to improve the efficiency and effectiveness of the Department.
- Provide support during disciplinary or grievance investigations.

Planning and Organisation

- Plan and prioritise the work of self and others.
- Organise recruitment and selection exercises.

Analysis/Reporting

- Maintain staff records on the Staff Information Management system.
- Produce reports and statistical summaries for routine analysis.
- Check departmental web presence to ensure accuracy of information.
- Use databases (internal/external) to support the work of the department.

Additionally the post holder will be required to:

- Fulfil the employees' duties described in the University's health and safety policies and co-operate with the health and safety arrangements in place within the department. May be required to undertake specific health and safety roles on request e.g. Display screen equipment assessor, departmental safety officer, fire warden
- Show a commitment to diversity, equal opportunities and anti-discriminatory practices This includes undertaking mandatory equality and diversity training
- Comply with University regulations, policies and procedures

COMPETENCY SPECIFICATION

To fulfil your role, you will need certain knowledge, skills and competencies. The following competency specification provides a framework within which your performance will be assessed. The interview assessment may include, for example, testing on IT skills.

The Competencies set out below are essential and are core requirements needed to perform the role and any candidate who fails the requirement will not be taken forward for further assessment or to interview.

Competency	Identified by
Knowledge and Experience	
Evidence of substantial experience in an office environment covering a broad range of administrative tasks in relation to HR.	**Application/Interview**
Can demonstrate the ability to use a broad range of products from the Microsoft Office suite and have the ability to learn new systems and software.	**Application/Interview**
Has a good general education showing clear evidence of literacy and numeracy. For example, GCSE Maths and English A-C.	**Application/Interview**
Has a Certificate in Personnel Practice from the Chartered Institute of Personnel Development or willing to study to obtain.	**Application/Interview**
Has an active approach to continuing professional development/undertaking training as appropriate for personal and professional development.	**Application/Interview**
Communication (Oral and Written)	
Can demonstrate the ability to provide information in a suitable format so that the others' needs are met and adjusts the level of content to help others understand.	**Application/Interview**
Teamwork and Motivation	**Application/Interview**

Can demonstrate the ability to delegate work to others and/or help to build co-operation to deliver team results.

Liaison and Networking   **Application/Interview**

Can demonstrate the ability to make contact with others to ensure that information is exchanged and circulated appropriately to the right person at the right time.

Service Delivery   **Application/Interview**

Has knowledge and understanding of services available to users of this and related areas of work and ensures that the experience of each customer is positive and satisfactory.

Planning and Organisation   **Application/Interview**

Can demonstrate the ability to create realistic plans to achieve own deadlines and objectives. Monitors progress of self and/or others and can prioritise tasks/activities effectively. Suggests ways of improving working practices and use of resources.

Initiative and Problem Solving   **Application/Interview**

Can demonstrate the ability to use initiative to recognise problems and offer solutions

Analysis/Reporting   **Application/Interview**

Can demonstrate the ability to identify and use a range of data, with the ability to combine various data types to produce reports and perform basic analysis.