

**JOB TITLE:            EQUALITY, DIVERSITY AND INCLUSION MANAGER**

**REPORTS TO:        HR DIRECTOR**

#### Background

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The Human Resources department is responsible for the full range of HR functions for all staff at Cambridge Judge Business School (CJBS), including Equality, Diversity, and Inclusion (EDI), organisational structure, recruitment and retention, pay and grading, training and development, employment relations and performance management.

The Business School's senior management and its Advisory Board have shared ambitions to ensure that CJBS is a diverse and inclusive place to work for staff and to study for students.

The Equality, Diversity and Inclusion Manager, working with the HR Director, the wider HR team and internal and external CJBS stakeholders, is therefore a newly created role with scope to bring together and lead on all strands of EDI activity (including an Athena SWAN application) within the Business School.

The role holder will provide strategic planning and problem-solving leadership - working closely with others to break down challenges, iterate towards effective solutions, and support change management. For example, this may involve working with the HR Team to equalise opportunities for professional growth within CJBS or collaborating with our programme teams to address implicit bias in our teaching and research. This will include playing an important role shaping how we celebrate diversity at CJBS and helping foster a sense of inclusion and belonging.

#### The role

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This is a new role where the role holder will report directly to the HR Director. It is responsible for providing a clear direction on all aspects of setting, designing and implementing CJBS's EDI strategy and action plan, which will be closely linked with the University's Equal Opportunities policy and be compliant with legislation on race, gender, disability, age, religion/belief, sexual orientation and gender reassignment.

By designing and delivering an EDI strategy and assertively navigating multiple stakeholder demands, the role holder will ensure that the programmes and services offered at CJBS align the Business School's purpose, values and organisational priorities with the internal culture and employee and student experience.

This includes collaborating with the University's Equality and Diversity (E&D) team, ensuring compliance with regulations and legislation, implementation and oversight of monitoring and reporting, policy impact assessment, supporting staff, student and alumni networks and co-ordinating engagement events, expert input to relevant training sessions, coaching/guidance on EDI matters and producing progress and data reports.

The role holder will be required to undertake specific projects relating to Equality, Diversity and Inclusion at CJBS, identify and evaluate external best practice and introduce appropriate changes, thereby enabling CJBS to become a leader in EDI within the Higher Educational (HE) sector in general and more specifically as a leading international Business School. This includes supporting CJBS in submitting its Athena SWAN application.

## **Main responsibilities**

### Strategy development

- Set a clear strategic position on all EDI activity across CJBS, agreed in consultation with the HR Director and the Dean of the School. This strategy will need to be driven by the Business School's ambitions, priorities and values and meets the needs of staff, students and alumni.
- Work closely with and hold all stakeholders to account for demonstrating and embedding the Business School's EDI principles and practices.
- Translate the strategy into a clear roadmap and action plan that ensures tangible impact, both internally and externally.
- Develop multi-year action plans to deliver on CJBS's EDI strategy.
- Lead large EDI initiatives, take ownership over high-quality timely delivery, and surface and quickly resolve roadblocks as they arise.
- Monitor and evaluate success, share the internal and external impact of our EDI strategy and using data and insights to ensure we continuously learn, adapt and improve.

### Staff and student experience

- As a member of the Business School's HR Team, create a culture in which all staff and students are responsible for co-owning and delivering the EDI strategy. In particular, in relation to the full employee life cycle: recruitment, integration, belonging, culture, complaints, and retention.
- Highlight, address and resolve EDI challenges and dilemmas that may exist at Cambridge Judge. Through this, embed a clear position that drives the Business School's ambitions and embeds the desired culture.
- Be prepared to challenge current ways of working (including culture, behaviours and attitudes) in a way that brings EDI to life in everyday conversations, activities and decisions.
- Foster a culture in which all colleagues feel safe and secure to speak up and report concerns and issues.

### Policy, practice and procedural development

- Keep up to date with existing and new legislation and best practice in these areas, informing all interested parties in respect of forthcoming change and its implications and assessing its impact on CJBS.
- Prepare documentation to progress and implement actions required; working with relevant groups to finalise the Business School's approach and guidance; follow up with the appropriate committees to ensure approval of new procedures; and publish and publicise the associated guidance once approved and share these with staff, students and alumni.

- Manage a dedicated intranet page in conjunction with the Online Communications team to share information and progress of all EDI activities across the Business School.
- Research a wide range of specialist sources, other HE Institutions (for example, business schools networks) and data, peer practitioners, and from this material to develop procedures, processes and guidance relevant to the particular needs and culture of a leading edge business school.
- The post holder will hold specific responsibilities in relation to particular strands and/or projects and/or strategic development, as allocated by the Business School's Senior Management team.

#### External positioning

- Champion EDI initiatives which reflect the Business School's positioning and organisational beliefs. These could include, but are not limited to, gender pay gap reporting, anti-racism policies, family friendly initiatives and external accreditations (eg Disability Confident, Stonewall, and Athena Swan).
- Partner with internal teams (eg Corporate Communications & Marketing, and Alumni & External Engagement) to develop the Business School's brand and external image.
- Maintain positive, constructive relationships with those responsible for developing our programmes and services to ensure they are free from bias and represent our position on EDI.
- Take a global view to ensure we avoid UK-centrism, are sensitive to the needs, perspectives and views of the diverse markets we work in, while staying true to Cambridge Judge's organisational values.
- Nurture a network of global contacts, collaborating on strategic priorities to build knowledge and understanding of different societies.
- Engage and collaborate with external influencers and advisory groups to both showcase success and bring current thinking and best practice into our constantly evolving processes.

#### HR metrics and projects

Identify, analyse and present data required for effective monitoring of equality and diversity and on the basis of regular monitoring and reporting, agree necessary objectives, actions, timescales and delivery dates. This would include:

- Develop actionable solutions to complex issues - informed by analysis of evidence and data, and staff/expert interviews.
- Ensure compliance and supporting or undertaking periodic equality assurance assessments of relevant policies for all protected groups.
- Support the production of equal pay reviews and actions instigated by the Gender, Inclusion & Diversity working group, Athena SWAN governance panel and other related internal groups.
- Promote, support and monitor staff uptake of online and other E&D related training and development.
- Benchmark against other Higher Education Institutions and relevant national bodies/networks including Athena SWAN; recommend good or best practice actions as appropriate.

### Budget management

- Along with the rest of the HR team, have oversight of HR budget which is approximately £250,000 and have sole responsibility for EDI budget.
- Process invoices and maintain accurate records of expenditure generally.

### Committee preparation and support

- Partner with the HR Director to support committees such as Gender, Inclusivity and Diversity working group, Advisory Board, Athena SWAN, and develop and co-ordinate a CJBS Diversity and Inclusion committee and relevant sub-committees focussed on specific strategic goals in relation to EDI, plus others as when necessary.
- Responsible for committee set-up, agenda preparation and circulation, communication management, and following through with appropriate actions.

### Event management

- Working with other agencies across the University and other bodies, internal and external, to co-ordinate events and activities at CJBS. This includes high profile annual diversity events and lectures.

### Others

- HR Director may from time to time require the role holder to perform other duties appropriate to the grade of the post.
- Maintain and develop employment law, best practice and organisational knowledge.
- Attend relevant briefings and workshops to enhance professional capability.

### The person

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The ideal candidate should have the following qualities, skills and attributes. You are asked to provide a CV and a covering letter demonstrating how your own experience meets these requirements:

- A degree or equivalent qualification or quantifiable experience.
- Member of the Chartered Institute of Personnel and Development essential – (MCIPD) qualification preferred.
- Substantial experience working in an HR/E&D role in a busy department is a requirement of the post. This should preferably be in an academic environment.
- Knowledge of HR policies and procedures to ensure compliance with relevant legislation; working knowledge of UK employment law and HR best practice.
- Demonstrable advanced knowledge of HR and E&D involving a critical understanding of relevant theory and/or principles.
- Capability to communicate with, build and maintain excellent working relationships with a diverse range of people at all levels both within and outside of the University.
- Ability to develop and defend a case and prepare formal reports.
- Problem solving skills and resilience in reaching and implementing solutions.

- Tactical thinking skills.
- Ability to plan workload proactively and prioritise changing needs.
- Strong IT skills including Word, Excel, Powerpoint, and Outlook.
- Ability to empathise with staff and use tact, discretion and diplomacy – appreciation of different cultures.
- It is essential that the post holder can communicate clearly and effectively at all levels with all members of the Business School, candidates, other University Departments, and agencies.
- Articulate communication style.
- Ability to prioritise workload to meet multiple deadlines, forward plan and manage a number of tasks effectively and at the same time.
- The ability to work independently with little supervision as HR Director is out of office a high proportion of the time.
- Experience of working effectively as part of multi-disciplinary teams.
- Must be numerate for production of spreadsheets and preparation of budgets.
- Proactive and the ability to use initiative.
- Role holder has access to staff personnel records and information regarding sensitive issues therefore confidentiality is essential.
- Experience of working successfully in an organisation of comparable complexity to the University.

#### Benefits

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This is a full-time position working 37 hours per week. There will be a nine-month probationary period. Holiday entitlement is 33 days per annum plus eight days of public holidays. The salary will be in the range £36,914-£49,553 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world's oldest and most successful universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees' work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at [www.admin.cam.ac.uk/offices/hr/staff/benefits](http://www.admin.cam.ac.uk/offices/hr/staff/benefits). There is also a range of information about living and working in Cambridge at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk).

## Application arrangements

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To submit an application for this vacancy, please search for this position on the University's Job Opportunities website at [www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk) and click on the "Apply online" button at the bottom of the relevant job description. This will route you to the University's Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

**The closing date for applications is 27 June 2021.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

## Equality of opportunity at the University

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The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women's Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall's Workplace Equality Index 2013.

## Information if you have a disability

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The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact a member of Cambridge Judge Business School's HR team who are responsible for recruitment to this position, on (01223) 339637 or by email on [hr@jbs.cam.ac.uk](mailto:hr@jbs.cam.ac.uk). Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via [hrenquiries@admin.cam.ac.uk](mailto:hrenquiries@admin.cam.ac.uk).