

Candidate Information

Position: Diversity and Wellbeing Manager
School/Department: Diversity, Inclusion and Wellbeing Unit
Reference: 22/110271
Closing Date: Monday 10 October 2022
Salary: £43,414 - £53,353 per annum
Anticipated Interview Date: Thursday 20 or Friday 21 October 2022

JOB PURPOSE:

As Diversity and Staff Wellbeing Manager, you will work directly to the Head of Unit and manage a team of professional staff ensuring the effective operational management and delivery of all Diversity, Inclusion and Staff Wellbeing services across the University.

You will support the Unit, Directorate and University by the provision of specialist diversity, inclusion and staff wellbeing advice, training and services across campus.

You will play a key role in working and engaging with senior managers, line managers and staff in other Directorates, Faculties and Schools providing support and advice on diversity issues. You will also proactively develop innovative solutions to diversity, inclusion and staff wellbeing issues.

You will also be responsible for reviewing, developing and implementing diversity, inclusion and staff wellbeing advice, initiatives and best practice. This will ensure that a wide range of workplace issues are addressed and that all related statutory obligations are met.

MAJOR DUTIES:

1. Responsible for the daily operational management of the Diversity, Inclusion and Staff Wellbeing Unit allocating responsibilities, work planning and managing performance.
2. Responsible for the successful development, delivery and evaluation of a new Staff Health and Wellbeing Strategy and Action Plan ensuring cohesion with the People and Culture Strategy and Equality Scheme Action Plan.
3. To manage the Diversity, Inclusion and Staff Wellbeing team allocating responsibilities, work planning and managing performance.
4. To provide professional specialist expertise and guidance to the University on a broad range of Diversity, Inclusion and Staff Wellbeing issues.
5. To lead in researching and developing best practice Diversity, Inclusion and Staff Wellbeing policy and training initiatives to ensure that the University is recognised as a leader in the field.
6. To work collaboratively with internal and external stakeholders to identify gaps in the University's, Diversity, Inclusion & Staff Wellbeing activity provision, developing action orientated solutions, and new / innovative interventions.
7. To analyse and interpret data on Diversity, Inclusion & Staff Wellbeing activity, identifying trends and gaps in support, changes in staff needs and undertaking individual and team projects to develop and promote this work.
8. To prepare and present reports, advising senior management on areas for improvement and shape further development of the service and wider staff experience.
9. Using expert knowledge, to raise the profile and awareness of Diversity, Inclusion and Staff Wellbeing across all areas of the University.
10. To manage the development, implementation and delivery of the institutional Equality Scheme (and all other associated action plans) in accordance with Section 75 of the Northern Ireland Act 1998. This will involve implementing and delivering a range of positive action measures contained within the University's Section 75 Action Plan; Disability Action Plan and Article 55 Affirmative Action Plan; monitoring and reporting progress to senior management on a regular basis.

11. Undertake various administrative responsibilities including managing responses to Complaints/Data Protection/Freedom of Information/Media/Press requests in relation to Diversity, Inclusion and Staff Wellbeing issues.
12. Manage and oversee equality screening and Equality Impact Assessments (EQIAs); assist with submissions for Charter Marks, Accreditations or National Awards e.g. Athena SWAN, Stonewall Workplace Equality Index, Diversity Charter Mark etc.
13. Responsible for monitoring and controlling expenditure of the Unit's budget, providing financial reports to project boards or other committees/ managers as required.
14. To keep fully up to date with changes and developments in NI equality legislation and diversity best practice.
15. To deputise for the Head of Diversity, Inclusion and Wellbeing, as appropriate, and carry out other duties which are appropriate to the post as may be reasonably requested.

ESSENTIAL CRITERIA:

1. A Degree or equivalent OR substantial relevant experience in a Diversity, Inclusion / Staff Wellbeing role at a senior operational management level in a medium/large organisation (100-1000 employees) demonstrating successful embedding of change and achieving positive outcomes.
2. Minimum of 4 years' (within the last 7 years) relevant experience working in a Diversity, Inclusion / Staff Wellbeing role at a senior operational management level in a medium/large organisation (100-1000 employees) clearly demonstrating successful embedding of change and achieving positive outcomes.
3. Experience of leading, developing and delivering Staff Wellbeing projects that are impactful, creative and engaging to staff.
4. Experience of managing a team of staff, including day to day supervision, managing performance and objective setting.
5. Experience working collaboratively across departments and influencing practice in a managerial role.
6. Demonstrable well-developed knowledge of Northern Ireland Equality legislation, employment law and diversity & inclusion best practice.
7. Knowledge and ability to interpret the legislative framework surrounding mental health and safeguarding.
8. Ability to interpret data or management information.
9. Ability to draft and oversee the implementation of policy, critically reviewing effectiveness.
10. Excellent written and oral communication skills in a range of settings and to a variety of audiences.
11. Proven ability to work under pressure, both in terms of high volume and complex problems requiring solutions and decisions.
12. Proven ability to work with a diverse range of people.
13. Well-developed analytical and problem-solving capability and a proven ability to innovate in their work.
14. Attention to detail with highest standards of accuracy.
15. Some occasional travel for the role.
16. Willing to work flexibly to meet the requirements of the post.

DESIRABLE CRITERIA:

1. Relevant experience of working in a Diversity, Inclusion / Staff Wellbeing role at a senior operational management level in either an education or a public sector type environment.
2. Relevant experience of working in Human Resources (Chartered CIPD Level) and/or Employment Law.
3. Experience of preparing for organisational submissions to meet statutory compliance e.g. Fair Employment Returns, Section 75 Annual Progress Reports, Article 55 Reviews, Disability Action Plans.
4. Experience of developing and delivering training/presentations, workshops or seminars to a range of audiences.
5. Ability to travel, valid driving licence and access to a vehicle insured for work purposes or ability to fulfil the mobility requirements of the post.