

**JOB DESCRIPTION**

**EDI Project Manager (Athena Swan)**

**Ref: 0524-24**

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| **Job Title:** **EDI Project Manager (Athena Swan)** | **Present Grade:** 7 |
| **Department/College:** People and Organisational Effectiveness |
| **Directly responsible to:** EDI Programmes Manager (Athena Swan) |
| **Other contacts**  |
| **Internal:** Dean for EDI and EDI Team, People and Organisational Effectiveness Divisional teams, Race Equality Charter team, Institutional Athena Swan action plan item owners, Key EDI stakeholders from faculties, departments and professional services, EDI Committee (reporting via Associate Director for People, Culture and Inclusion or Dean for EDI), Faculty and Departmental EDI Committees, Athena Swan Implementation Group (ASIG), Athena Swan Institutional Self-Assessment Team (ISAT), Institutional Data Analytics Team, Concordat Implementation Group, Functional managers, directors and others (e.g., Facilities, Student and Education Services, Recruitment, Admissions and International Development, Research Culture), Staff network members, Student Union representatives. |
| **External**:  Advance HE, Regional and national networks, Other HEIs, UHR, EHRC. |
| **Major Duties:****Overall purpose:**To work with the EDI Programmes Manager (Athena Swan) to undertake the day-to-day delivery of the institutional Athena Swan Programme including project management. The role holder will administer and co-ordinate projects within the overall programme from initialisation through to implementation and steady state, co-ordinating workstream meetings, and developing and maintaining project documentation to track and expedite actions. The role holder will support the Programme Manager in monitoring, evaluating and reporting on the progress of the overall programme and in the development of the next institutional Athena Swan submission. **Key Responsibilities:*** Project manage initiatives stemming from the institutional Athena Swan action plan. This would include project planning, working with multi-disciplinary teams, and production of key workstream highlight and other reports.
* Monitor and evaluate the progress and achievement of these projects and other actions within the institutional Athena Swan action plan to ensure impact is as intended.
* Collaboratively engage with a range of University staff contributing to the institutional Athena Swan action plan providing advice, guidance and support as appropriate.
* Report on progress of projects and other actions to the Athena Swan Implementation Group, EDI Committees and via the EDI Programmes Manager to the Athena Swan Institutional Champions (University Executives).
* Project manage the comprehensive communication plan around the Athena Swan institutional submission, including drafting of communications for internal and external stakeholders in consultation with the EDI Programme Manager (Athena Swan) and the Internal Communications team.
* Work with the EDI Team so, wherever possible, Athena Swan actions can translate to the benefit of other diversity strands.
* Support the work of the upcoming Institutional Self Assessment Team as required, including running of focus groups and evaluation of evidence and data, providing insight for the workstreams to use to inform the institution’s Athena Swan submission.
* Proactively engage with any training and development needed to excel in the role.

**The duties outlined above are not intended to be exhaustive and may change as the needs of the Project alter in line with emerging priorities.** |