**JOB DESCRIPTION**

**Dean for Culture and Inclusion**

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| **Job Title:** **Dean for Culture and Inclusion (C&I)** | **Present Grade:** Senior Salary Scale  |
| **Department/College:** Vice Chancellor’s Office |
| **Terms of office:** Full-time (or 0.8FTE) |
| **Directly responsible to:** Deputy Vice-Chancellor (DVC) |
| **Directly responsible for:** The Anti-Harassment and Bullying Team (AHBT) through the AHBT  Coordinator |
| **Budget responsibility:** Responsible for the management of any budgets allocated each year |
| **Other contacts**  |
| **Internal:*** Vice-Chancellor and members of University Executive Board (UEB)
* University Leadership Group (ULG)
* EDI Committee members – a joint sub-committee of Council and Senate
* Student Experience Committee members – a joint sub-committee of Council and Senate
* Members of Education Committee, Research Committee, and their sub-committees, as required
* Members of the Engagement Strategic Advisory Group and Library Strategic Advisory Group
* Staff working on EDI activity in faculties, departments and divisions across the University
* Equality staff networks, student networks and forums, and the Chaplaincy
* Students’ Union, President, Vice-Presidents and Chief Executive
* University Dean for Colleges
* Students and staff of the University
* The University’s recognized Trade Unions
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| **External**:  * Regional and International Strategic Partner Institutions
* Advance HE
* Office for Students
* UUK/UCEA
* Specialist EDI advisory groups/bodies
* Regional and national networks
* Community representatives
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| **Major Duties:****The Role**Lancaster University is fully committed to equity, diversity and inclusion (EDI). The Dean for C&I will work with the Deputy Vice-Chancellor (DVC) to enable a whole-University approach to the development of a productive organisational culture, and to develop a more equitable, diverse and inclusive community at Lancaster University. The Dean for C&I will provide senior leadership of the University’s EDI strategic objectives and initiatives for students and staff, supporting organisational accountability for EDI matters. The Dean for C&I will provide sponsorship for many aspects of the University’s work that impact on the development of an inclusive culture. The Dean for C&I will support and challenge institutional performance in areas such as race and gender equality, extending to all protected characteristics (as defined by the Equality Act 2010), closing disparities, will provide leadership to the work of colleagues, and will build strong relationships with stakeholders. Specifically, the Dean for C&I will be responsible for the Anti-Harassment and Bullying Team (AHBT) through the AHBT Coordinator, and will provide strategic direction for those working on EDI activities across the University e.g. the EDI and EDI Programme Management teams (based in People & Organisational Effectiveness), those within Student and Educational Services, and for Faculty Associate Deans for EDI (or equivalent). The Dean for C&I will work collaboratively with a wide range of stakeholders, internally and externally, and lead effectively through influence.**Key Responsibilities**1. Design and develop the overall approach to EDI that aligns with the institution’s strategic plan and its values, and champion partnership working to embed the benefits of EDI.
2. Act as an interlocutor between the University’s communities and leaders to ensure culture and EDI are reflected in decision making.
3. Provide advice and guidance to the DVC, UEB and senior colleagues on EDI across the University’s research, teaching and learning, engagement, and widening access and participation activities on the effective use and prioritisation of resources to support EDI.
4. Foster a culture where different perspectives are valued and are discussed in an open and fair way, creating an inclusive and welcoming environment for all members of the Lancaster community.
5. Champion continuous improvement and awareness raising opportunities for staff and students on issues related to EDI.
6. Establish and chair EDI programme boards/steering committees and, taking an intersectional and thematic approach, coordinate and prioritise all staff- and student-related EDI interventions and charter-mark activity, including implementing action plans.
7. Collaborate with staff and students to integrate EDI principles into all aspects of the institution and, where necessary, advocate for the needs and concerns of underrepresented groups within the institution.
8. Collaborate with faculties, departments, colleges and Professional Services divisions to address specific EDI needs and challenges, e.g. to promote strategies to attract and retain a diverse student and staff population; enhance opportunities and services for underrepresented groups; support application to become a University of Sanctuary; and to input to development and implementation of an academic workload allocation model.
9. Liaise with communities of practice for staff and for students with EDI interests and responsibilities, e.g. equality staff networks, student networks and forums, and the Chaplaincy.
10. Using relevant EDI data, assess overall progress and effectiveness of EDI initiatives, and identify areas for improvement. Report regularly to UEB and EDI Committee on progress and challenges.
11. Oversee and support the University’s Anti-Harassment and Bullying Team (AHBT), addressing institutional issues related to discrimination, bias and harassment.
12. Advise on policy and procedural matters to ensure EDI is embedded fully, and serve on occasional disciplinary, appeals and grievance panels and other *ad hoc* panels/committees, as required.
13. Act as an ambassador for the University, fostering relationships with external organisations, community groups and stakeholders to enhance EDI efforts.
14. Alert members of the University, as appropriate, to external policy changes affecting EDI matters.
15. Participate in community events and initiatives that promote a culture of equity, diversity and inclusion, and ensure that such events and EDI successes are publicly celebrated in the University.

**The duties outlined above are not intended to be exhaustive and may change as the needs alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the emerging needs.** |