

## JOB DESCRIPTION

<b>Job Title:</b>	Race Equality Charter Project Officer	<b>Present Grade:</b>	6S
<b>Department/College:</b>	People & Organisational Effectiveness Division		
<b>Directly responsible to:</b>	Race Equality Charter Programme Manager		
<b>Supervisory responsibility for:</b>	None		
<b>Other contacts</b>			
Internal:			
<ul style="list-style-type: none"> <li>• Race Equality Charter Institutional Self-Assessment Team (REC ISAT)</li> <li>• People &amp; Organisational Effectiveness Division and EDI teams</li> <li>• Key stakeholders and committees from faculties, departments and professional services.</li> <li>• Institutional Strategic Governance and Data Analytics Team</li> <li>• Functional managers, directors and others (e.g. Human Resources, Facilities, Student Based Services, Recruitment, Admissions and International Development)</li> </ul>			
External:			
<ul style="list-style-type: none"> <li>• Advance HE</li> <li>• Regional and national networks</li> <li>• Other HEIs</li> <li>• CIPD, EHRC</li> </ul>			
<b>Job Purpose:</b>			
<p>The Race Equality Charter Project Officer will support the effective delivery and implementation of the Race Equality Charter (REC) activity across the Institution to support REC activities and accreditation.</p> <p>The role holder will support the Race Equality Charter Programme Manager and EDI Data Analyst/Officer to manage all the relevant activities, and documentation for applications towards Bronze status. The postholder will help support the agenda that will effect a change in culture and raise awareness in relation to race equality to support positive change and help embed race equality across the University. The role will play a key role in establishing and administering appropriate project management, systems and processes, including supporting the REC Institutional Self-Assessment Team (ISAT). The role holder will also provide key project support for institutional Bronze Award submissions.</p> <p>The Race Equality Charter Project Officer, will be involved in shaping and coordinating the University's first REC Chartermark submission and driving forward this important work to achieve an award.</p>			
<b>Key Responsibilities:</b>			
<ol style="list-style-type: none"> <li>• To coordinate the University's REC application, working in partnership with the Programme Manager, Institutional Self-Assessment Team (REC ISAT), EDI Data Analyst/Officer and wider Equality, Diversity and Inclusion team and key stakeholders, including undertaking administration for all aspects of the Self-Assessment Team. This includes;</li> </ol>			

- a) being the first point of contact for associated enquiries and managing the Race equality mailbox and associated correspondence,
  - b) ensuring the effective running of ISAT and ISAT working groups. This includes organising meetings and providing administrative support to the meetings, including establishing agendas, preparing minutes, tracking actions and supporting the good governance of the documents.
2. • To support the Programme Manager and REC ISAT to develop and implement strategies and initiatives which promote race equality, aligning the REC with the University's EDI Strategy and Public Sector Equality Duty Objectives.
  3. • In partnership with the EDI Team, wherever possible, identify Race Equality actions which could translate to the benefit of other diversity strands.
  4. • To produce events, publicity, guidance, documents and website content with respect to race equality, diversity and inclusion, ensuring these communications are accessible, inclusive and engaging to promote and foster Race Equality
  5. • Plan and coordinate Race Equality events, ensuring smooth event management and effective evaluation of impact post-event.
  6. • Support the undertaking of the University REC survey.
  7. • Maintain oversight of all Race Equality submission materials, initiatives, evidence and proactively work across the departments and faculties to enable sharing of good practice and a coordinated approach.
  8. • To attend relevant REC related events (regional network meetings, webinars, etc.) and build relationships with external colleagues from institutions that already have accreditation, for support and guidance and identifying good practice from other institutions' applications.
  9. • Actively participate in internal and external networks, University meetings, activities and events relating to the Race Equality Charter, in order to share good practice and enhance institutional knowledge.
  10. • To develop and deliver innovative staff development, e-learning, group facilitation, presentations and briefings on race equality, diversity and inclusion issues.
  11. • Carry out a programme of activities that embeds the Race Equality Charter work at both institutional and individual levels to enact positive change.
  12. The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the EDI Team.