

JOB DESCRIPTION
EDI Programmes Manager
Vacancy Ref: A3013

Job Title:	EDI Programmes Manager	Present Grade: 8
Department/College:	People and Organisational Effectiveness	
Directly responsible to:	Associate Director of People, Culture and Inclusion	
Directly responsible for:	EDI Projects Officer	
Other contacts		
Internal:		
<ul style="list-style-type: none"> • Dean for EDI and EDI Team • People and Organisational Effectiveness Divisional teams • Race Equality Charter team • Athena Swan Institutional Champions (Executives) • 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) • Institutional Data Analytics Team • Concordat Implementation Group • Functional managers, directors and others (e.g. People and Organisational Effectiveness, Facilities, Student and Education Services, Recruitment, Admissions and International Development) • Staff network members • Student Union representatives 		
External:		
<ul style="list-style-type: none"> • Advance HE • Regional and national networks • Other HEIs • UHR • EHRC 		
Major Duties:		
The Role		
<p>The EDI Programmes Manager is the lead advisor for all Athena Swan activity, be that at Institutional, Faculty or Departmental level. Due to the institutional significance of the Athena Swan charter mark, the aim of this post is to embed the Athena Swan principles across the University, and other EDI programmes of work as required.</p> <p>At an institutional level, the EDI Programmes Manager will monitor, evaluate and report on progress of the institutional Athena Swan action plan, reporting to the Athena Swan Implementation Group, chaired by the Dean for EDI. The comprehensive action plan directs the activities that will support the improvement of gender equality to enable the University to meet its strategic goal of reducing the gender pay gap and improving policies and practice that support gender equality.</p> <p>The EDI Programmes Manager will work alongside and liaise with the identified Lead Officers, or those with delegated authority, to ensure actions identified in the institutional action plan are delivered in a timely manner and achieve the identified success/outcome measure. The aim is to mainstream activity, wherever possible, and embed the success/outcome measures into routine reporting enabling ongoing monitoring of progress.</p>		

With ongoing work to improve policies and practices relating to other protected characteristics, the role-holder will need to pay close attention to the potential for overlaps and the opportunity to translate actions to other diversity strands such as ethnicity and disability.

The successful management of the institutional action plan will contribute to the success of further and progressive institutional Athena Swan submissions, which this post holder will take a lead role in preparing, on behalf of the University. Through the EDI Projects Officer, the role holder will lead the development of improved systems to enable the departments and faculties to better and more easily, prepare for their own Athena Swan submissions, joining up activity across the Lancaster and ensuring an effective review process is established.

Key Responsibilities

- Programme manage the institutional action plan and any future, progressive institutional Athena Swan renewal submissions
- Engage with lead officers (or their nominated delegate) to ensure actions are achieved, providing advice, guidance and support as appropriate.
- On behalf of the Dean for EDI, manage and administer the work of the Athena Swan Implementation Group, reporting on progress accordingly
- Monitor and evaluate the progress and achievement of the actions defined in the institutional Athena Swan action plan to ensure impact is as intended
- When escalation is necessary, ensure this is managed in a timely manner, providing advice and support to the Associate Director of People, Culture and Inclusion, the Dean for EDI and the Athena Swan Champions
- Ensure that the institutional Athena Swan action plan continues to have an effective interface with the University's EDI strategy
- Work with lead officers and the EDI Team so, wherever possible, Athena Swan actions can translate to the benefit of other diversity strands
- Work with Organisational Development to ensure alignment of actions between EDI and HR Excellence in Research and to explore opportunities for enhancing career development opportunities as part of the progressive nature of Athena Swan
- Develop and deliver a comprehensive communication plan around progress of the action plan
- Ensure Athena Swan events are programmed and delivered, supporting the organisation and delivery of such events, as required
- Develop improved systems to ensure better alignment of the institutional Athena Swan submission and actions with departmental and faculty submissions and actions
- Contribute to the narrative needed for reports (such as EDI annual report, gender pay gap statutory report, equal pay audits)
- Develop, manage and communicate other EDI programmes of work as required

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 emerging needs