



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Head of Equity, Diversity and Inclusion Unit (EDI)

Department/Division: Equity, Diversity and Inclusion Unit (EDI)
Accountable to: Chief Operating Officer

Job Summary

The main focus of the role will be to provide strategic advice, develop the EDI strategy and lead the team whilst working with the EDI Steering Group and Advisory Board to deliver the strategic and operational imperatives of Equity, Diversity and Inclusion Unit within the institution, working with key stakeholders to raise the profile of EDI activity across LSE and ensuring plans are put in place to achieve the goals and aspirations of the institution in this area.

Duties and Responsibilities

- To lead and provide strategic advice on the development, implementation and review of LSE's EDI strategy, in partnership with the Chief Operating Officer and Director.
- To manage the Equity, Diversity and Inclusion Professional Services team providing guidance and support, ensuring all staff within the Unit maintain fully abreast of current legislative requirements.
- To ensure legislative requirements are incorporated in the EDI strategy by advising the EDI Steering Group & EDI Advisory Board of any equality implications of proposed strategies by ensuring the requirements of new legislation are included.
- Ensure that diversity activity is co-ordinated across the institution, working with colleagues to embed diversity considerations across all the activities of the School.
- To ensure that LSE remains compliant with our statutory obligations under the Equality Act 2010, including the provisions of the equality duty.
- To build strong cross-institutional working relationships with colleagues in the School's academic units and Service Divisions, including proactively engaging with institution-wide communications with staff and students, and departmental/divisional briefings, to embed the required change in the organisation.
- To support the integration of EDI concerns through institution-wide committee membership (to be



delegated to EDI colleagues where appropriate).

- To lead on ongoing EDI projects which involve a range of internal and external stakeholders.
- To draft papers for the Equity, Diversity and Inclusion Advisory Board, Steering Group, and other relevant committees and to manage the business of EDI committees.
- Provide clear communication on strategic equality issues across the institution.
- Proactively identifying new areas of work, and lead implementation of those that are approved by the EDI committees, the Chief Operating Officer and the Director.
- In partnership with key divisions, securing external funding for EDI-related work at LSE, and initiating and embedding new and improved practices in this area, across the School.
- To build strong working relationships with the Directorate, HR, Secretary's Office, ARD, the Planning Unit and other internal stakeholders, to ensure the effective implementation and integration of measures taken into School management in order to develop a more inclusive culture and to harness their input and expertise in specific projects as appropriate.
- To keep up to date with relevant legislation and provide guidance to the institution on associated implications.
- Ensure appropriate evaluation methods are employed for all diversity and inclusion activities and oversee drafting, editing and production of outputs.
- Monitor progress, share good practice, and respond effectively to emerging issues and developments.
- To manage the EDI budget, proposing funding bids for project work as required.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)



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**Environmental Sustainability**

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.