Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Equity, Diversity and Inclusion Manager

Department/Division: Equity, Diversity and Inclusion Unit   **Accountable to:** Head of EDI Unit

Competency	Criteria	E/D
Knowledge and Experience	In-depth working experience of equality and diversity in large complex settings	E
	Experience of engaging with senior level staff to develop and implement actions or KPI's related to EDI	E
	Project management experience in managing institutional wide projects successfully and communicating the impact	E
	Specialist knowledge in one or more areas of EDI and ability to demonstrate the change and impact on those groups	E
	Experience of working in a Higher Education Institution or Higher Education sector.	E
	Experience of preparing EDI related application such as Athena Swan, Race Charter mark	E
	Experience of monitoring, reviewing and developing policies and working practices	D
Team work and Motivation	Ability to drive for impact with a pragmatic approach to working with key stakeholders	E
	Ability to work independently and to be an active team player	E
	Ability to work with staff and colleagues at varying levels at the School and to work with external contacts	E
	Ability to work cross functionally to deliver time limited projects	E
	Willingness to be proactive in making contacts and follow up requests for information.	E
	Drive, enthusiasm and strong personal commitment to equality, diversity and inclusivity.	E

| Communication | Effective communication skills, both oral and written, with the ability to convey messages clearly and creatively. | E |

E – Essential: requirements without which the job could not be done.
D – Desirable: requirements that would enable the candidate to perform the job well.