



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: Equity, Diversity & Inclusion Manager

Department/Division: Equity, Diversity and Inclusion Unit

Accountable to: Head of EDI Unit

Job Summary

You will lead on the development of an LSE Environment that is fully inclusive for all staff and students. The EDI Manager post will be responsible for specific EDI projects and policy work, including proposals, papers and briefings for strategic School bodies and senior managers. The post-holder will report to the Head of Equity, Diversity and Inclusion (EDI).

Duties and Responsibilities

- To support the Head of EDI in implementing specific EDI projects to advance and progress the EDI Strategy
- To provide innovative solutions to drive change by enabling academic departments and service units to enhance their knowledge of EDI and act to tackle inequality and disadvantage amongst students and staff.
- To develop innovative solutions in formulating policies, procedures and practical guidelines as necessary in support of equity, diversity and inclusive practice and assist in their communication.
- Analyse staff and student equality data, identify trends and in conjunction with the Head of EDI Unit make recommendations for changes to policies, procedures and activities where necessary.
- To develop strong working relationships with key stakeholders across the institution and building links with academic colleagues in and outside the School. In particular groups of Heads of Departments, Departmental Managers and departmental EDI representatives.
- To initiate and participate in projects with Heads of Department and Departmental managers in promoting and developing equity, diversity and inclusion at the School, in order to develop SMART actions plans.
- Assist in developing and progressing strategic initiatives as part of working groups, as required by the Head of EDI.
- To ensure EDI is reflected in annual operating plans, Annual reviews and actively contribute to



the development of communication and promotion of EDI objectives and alignment.

- To develop creative and collaborative communication channels, to increase School-wide awareness and promotion strategies with equality and diversity
- To lead on the School in its operational delivery of the School equality agenda through preparation of the applications such as Athena Swan and Race Equality Charter Marks and developing highly collaborative SMART action plans
- Taking lead responsibility for advising developing academic units and service divisions' knowledge on assessing the impact on the protected groups by using the Equality Analyses/Equality Impact Assessments framework.

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](#)

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.