

### Equality, Diversity and Inclusion Business Partner

<b>Faculty / Department:</b>	Human Resources	<b>Grade:</b>	MA1: £40,012 - £43,491
New appointees to Birmingham City University will ordinarily be appointed at the entry point of the appropriate grade			
<b>Responsible to:</b>	Head of Equality Diversity and Inclusion	<b>Responsible for:</b>	N/A

### Job Purpose

- Co-ordinate Faculty, College and School EDI Director roles and EDI activity across campuses in line with relevant strategic plans.
- Support the development and implementation of the University’s Equality, Diversity and Inclusion strategy and related action plans.
- Provide advice, support and guidance to Faculties and Departments on EDI matters.
- Develop and progress EDI charters, initiatives and projects aligned to the University’s equality objectives.
- Produce regular updated reports for Boards and Committees on the University’s progress towards meeting its equality objectives.

### Main Activities and Responsibilities

1. Co-ordinate Faculty, College and School EDI Director roles and EDI activity across campuses in line with relevant strategic plans.
2. Support the development and implementation of the University’s EDI strategy and supporting action plans, ensuring they are aligned with key strategic goals.
3. Identify opportunities for improvement, providing advice, support and guidance on EDI matters.
4. Analyse and report on data to inform and implement targeted EDI activity. Produce reports for Boards and Committees on the University’s progress towards its equality objectives to ensure compliance with organisation and legal requirements.
5. Work in collaboration with Departments and Faculties to ensure that policies and processes are up to date, relevant and support the EDI strategy.
6. Monitor review and improve processes and policies to ensure they are appropriate for the University, ensuring EDI is embedded in all stages and that they comply with statutory requirements and best practice.
7. Lead on the submission of equality charter schemes including (but not limited to) Disability Confident, Race Equality, and Stonewall.
8. Play a proactive role in encouraging cross institution awareness of EDI matters, working with the Communications team to raise the profile of EDI. This will include developing a communications plan, organising events, delivering workshops and training sessions.
9. Support the planning, development, implementation and evaluation of EDI initiatives related to the University strategy and EDI action plans.



- 10. Advise, influence, support and co-ordinate the University’s Diversity Champions/Allies, and provide support to staff networks and working groups that contribute to the University’s EDI agenda
- 11. Work with internal and external stakeholders, including HR/Learning and Organisational Development, to organise and deliver EDI training that meets the needs of the University.
- 12. Develop a university wide approach to Equality Impact Assessments and embed this across key areas of the organisation.

**Person Specification**

<b>Essential Criteria</b>	<b>Application Form / Support Statement / Interview</b>
1. Have an in-depth knowledge of equality legislation and its implementation in the Higher Education (HE) context.	Application Form / Support Statement / Interview
2. Able to demonstrate EDI related knowledge and skills to provide effective consultative support to a range of projects	Application Form / Support Statement / Interview
3. Experience of developing policy documents.	Application Form / Support Statement / Interview
4. Evidence of implementing equality, diversity and inclusion policies and initiatives within a large complex organisation.	Application Form / Support Statement / Interview
5. Significant experience of stakeholder engagement, with clear negotiation and influencing skills, coupled with tact and diplomacy.	Interview
6. Ability to influence others, using ambassadorial skills to deliver messages clearly in a complex environment.	Interview
7. Strong interpersonal skills with the ability to engage with and develop effective working relationships with colleagues and stakeholders from different disciplines and at all levels.	Application Form / Support Statement / Interview
8. Excellent verbal and written communication skills including report writing and presentation skills and an understanding of what makes communication accessible to all.	Interview
9. Ability to present, analyse and use data.	Application Form / Support Statement / Interview
10. Ability to successfully chair and facilitate meetings and focus groups.	Interview

11. Self-motivated with the ability to organise and prioritise work without the need for direct supervision, and able to manage multiple work streams while meeting strict deadlines.	Application Form / Support Statement / Interview
12. Ability to work flexibly both with others and on own initiative.	Interview
13. Able to remain calm under pressure.	Interview
14. Understand the needs of different stakeholders and take these into account on a strategic and operational level.	Interview
15. Strong and effective IT skills with confidence in the use and application of IT solutions to promote effective working.	Application Form / Support Statement / Interview
16. Be committed to BCU's ethics and values in relation to Equality Diversity and Inclusion.	Interview
17. Show commitment to maintaining continued professional development.	Interview
<b>Desirable Criteria</b>	
1. Knowledge and understanding of the context and challenges facing the Higher Education (HE) sector.	Application Form / Support Statement
2. Have an in-depth knowledge of equality legislation and its implementation in the Higher Education (HE) context.	Interview

- Application Form – assessed against the application form. Normally used to evaluate factual evidence e.g. award of a qualification. Will be assessed as part of the shortlisting process.
- Interview – assessed during the interview process by either competency-based interview questions, tests, work-related exercise, presentation and discussion, or teaching session etc.