

Associate Dean – Equality, Diversity and Inclusion (E, D and I)

Job Description/Person Specification:

Reports to: Vice Dean for Social Responsibility and E, D and I

Organisational Unit: Faculty of Biology, Medicine and Health

Estimated time commitment: 2 days per week

Duration: 3 years

Overall Purpose

The post holder will be responsible for the ongoing development and implementation of a coherent and effective strategy for Equality, Diversity and Inclusion (E, D and I) in the Faculty of Biology, Medicine and Health (FBMH). Through their leadership, they will ensure that equality, diversity and inclusion strengthens our Faculty and is at the centre of our core goals with positive, measurable change. They will drive embedding of EDI across the Faculty using an anti-discriminatory and cohesive approach, collaboratively embedding a culture of empowerment, mutual challenge, and accountability.

They will interact extensively with the Vice Dean for SR, Heads of School, Associate Dean for Inclusive Education and Engagement, relevant members of the PS leadership team and the Social Responsibility and Public Engagement Manager, FBMH. There will also be University-wide responsibilities, working with the, University E, D and I Leads/Directors and Associate Deans/Vice Deans from other faculties. The Associate Dean will be a member of the Faculty's Social Responsibility and E, D and I leadership team, (SREDI) which is comprised of Faculty SR and E, D and I academic and PS leads. The three-year post will carry an honorarium for the duration of the post. The post sits alongside the appointee's substantive appointment, which will continue during and after the ADEDI term. The time allocation for the ADEDI role is nominally expected to be 2 days per week.

Key Duties/Responsibilities

- To take a leading role in developing and implementing the Faculty's E, D and I strategy and initiatives, which align with the University's strategy;
- Provide academic leadership in the delivery of E, D and I across the Faculty to ensure a more pro-active and strategic approach to E, D and I.
- Ensure E, D and I is embedded across our core goals and functions, monitoring and improving on impact.
- Lead the Faculty E, D and I Committee and work in partnership with other key leaders in this area, (i.e. the Associate Dean for Inclusive Education, Heads of School and University E, D and leads).
- Represent the Faculty on E, D and I committees at University level to connect visions and objectives and to ensure strong governance.

- Champion and facilitate behaviour change; promoting equality for all of our community (staff and students) that values diversity and embeds an inclusive culture.
- Play a lead role in the Faculty's contribution to the United Nation's Sustainability Development Goals (SDG).
- Engage with external stakeholders on initiatives, opportunities and funding where appropriate.
- Understand the influence of area of activity on carbon emissions and wider environmental impacts. Responsible, in collaboration with colleagues, for developing plans to reduce carbon emissions and to identify and address barriers to further this reduction. Lead on embedding more sustainable practice and empowering action within sphere of influence and control.
- Deputise for the Vice Dean as and where required.
- Ability to represent the Faculty nationally and internationally and protect, promote and enhance its interests.
- Support the broader leadership of the Faculty through membership of the Leadership Forum and other committees and groups, and acting as an ambassador and representative for FBMH in the wider University and beyond.

Person Specification

Candidates must be able demonstrate that they meet the requirements of this person specification in order to be considered for the role.

Leadership and management

- A strong commitment to the goals and vision of the University
- A clear commitment through previous actions to social responsibility, equality, diversity and inclusivity
- Ability to create a sense of unity and common purpose
- Ability to implement and manage change effectively
- Someone who works well in teams and builds relationships at all levels
- Someone who accepts responsibility
- A clear vision of the goals of the University and Faculty
- Ability to effectively implement and manage change

Academic Background

- A personal academic standing that commands the respect of colleagues
- A record of leadership and management.
- Significant experience of, understanding of, and interest in EDI.
- An understanding of the strategic issues affecting the Faculty, University, nationally and internationally.

Personal Qualities

- A strategic thinker, who values consultation and collegiality
- An honest and open individual with a high level of personal integrity
- An effective communicator both spoken and written, a listener and influencer

- Someone who takes pleasure in the achievements of others
- An open, consultative management style
- A personal commitment to promoting and improving our creativity and performance by ensuring full equality, diversity and inclusion
- Someone who accepts responsibility