

Role Description

Role title:	Harassment Advisor (Voluntary)
Number of positions:	12
Coordination of network:	The Equality and Diversity Team

All individuals appointed to the role will be committed to giving an average of 1-2 hours a month to the role in addition to attending the training provided and three network meetings per year. The role is an annual appointment which will be reconfirmed after review.

Main duties and responsibilities:

1. To provide a confidential support and information service to University staff and students on issues relating to harassment and equality.
2. To assist individuals to identify the problems they face and explore the various options available to them. This will not involve the Harassment Advisor in attending informal or formal meetings under the Dignity at Work and Study Policy.
3. To support individuals against whom a harassment/bullying complaint has been made, by outlining the formal process and any other support routes open to them.
4. To identify to individuals any other support services available and appropriate to their circumstances (e.g. mediation, staff/students union, counselling service, occupational health, academic advisory service, disability support office).
5. To complete and forward monitoring data to the Equality and Diversity Team.
6. To participate in meetings to share good practice, raise issues and provide mutual support. To receive regular updates on policy and legislative issues around harassment and equality issues.

Harassment Advisors must not:

- Act as an advocate for the complainant or approach the perpetrator on behalf of the individual or attend meetings under the Dignity at Work and Study Policy;
- Provide counselling;
- Take responsibility for resolving the problem.

Person specification

Essential:

- Experience of providing sensitive and positive support to others in difficult situations whilst remaining objective and impartial
- Experience of dealing with a diverse range of individuals
- An understanding of and a commitment to equality and diversity
- Effective verbal and listening communication skills
- Able to maintain confidentiality
- An understanding of the need to maintain the boundaries of the role and an ability to refer issues on as appropriate

Desirable:

- Knowledge/experience of a range of harassment/equality issues
- Knowledge of equality related legislation
- Knowledge of the relevant University of Manchester policies and procedures

Please note:

Interviews will take place between w/c 12th and 23rd October.

2 day compulsory training course will take place on 9th and 10th November.