

CANDIDATE PACK

Equality, Diversity and Inclusion Accreditations Project Lead

People, Culture and Wellbeing

UNIVERSITY OF
WESTMINSTER 



OUR UNIVERSITY

Under the inspirational leadership of Professor Peter Bonfield OBE, the University of Westminster is a place where discoveries are made, barriers are broken, diversity is celebrated and where everyone is welcome. Serving more than 21,000 undergraduate, postgraduate, apprentice and executive students, our mission is to transform the lives of young people from all backgrounds. We seek to make the world a more inclusive, sustainable, better and healthier place through our educational, research and knowledge exchange endeavours.

Since our founding in 1838 we have stood out as innovators, committed to tackling social inequalities. In 2021, our University ranked 2nd in England out of more than 100 higher education institutions for social mobility. The ranking - produced by the Institute for Fiscal Studies and the Sutton Trust - compares the number of students from low-income backgrounds at universities, and the extent to which their studies helped them to move up the income ladder. Westminster has the second highest performance among universities in England.

As we focus forward to 2029, we will continue to do so in a way that is true to our progressive, compassionate and responsible values. Our education offer will be more personalised and authentic, giving students from all backgrounds an opportunity of transformative learning, helping them succeed in their studies and professional lives. Our curriculum will be employability-linked, leading to stronger outcomes and helping prepare our graduates for the world of work and for life. Our research and knowledge exchange will enable us to maximise our positive impact on societies in the UK and around the world in an environment where everyone is inspired to succeed. Our priorities of wellbeing, inclusion and sustainable development will help us as we navigate through the challenges and opportunities towards 2029.



OUR PRIORITIES

The University's 2022-2029 strategy, *Being Westminster*, sets us apart and builds on our unique history and achievements. In our University, we value social justice, moral conscience, inclusivity and equality, acting positively together to make change for good.

The University of Westminster has three priorities.

WELLBEING

Working and studying together at Westminster as a community of students and colleagues is a big part of our lives – doing so in an environment that places our wellbeing front and centre helps us to be safe and feel safe. We care for the safety, health and wellbeing of those around us as well as ourselves.

INCLUSION

All Westminster, colleagues and students are in a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and is a place where harassment and discrimination are not tolerated. As a responsible institution, we strive to ensure and to champion equality. As a progressive institution, we take pride in our diversity. As a compassionate institution, we commit to an inclusive culture that allows students and colleagues to reach their full potential.

SUSTAINABLE DEVELOPMENT

We take inspiration from the 17 United Nations' Sustainable Development Goals (SDGs) in how we drive our actions and activities and governance across our University. As a community, we bring together our collective energies to play our part in addressing the climate crisis and inequalities to enable a more sustainable and socially just world. We are one of the top 20 universities in the world in SDG 5 for providing equal access and supporting the academic progression of women. We are one of the top 25 universities in the world in SDG 10 tackling economic, health based and international inequalities. We are in the top 50 universities in SDG 12 for promoting resource and energy efficiency, having a sustainable infrastructure, and providing access to basic services for all.



OUR OBJECTIVES 2022-2029

Against a backdrop of a changing and challenging higher education environment, the University has recently completed a major review of its objectives and strategy, and has published its commitments for the period 2022-29.

EDUCATION

We will offer personalised and authentic education, underpinned by an inclusive curriculum, to enable all our students, from all backgrounds, to engage in transformative learning and to succeed in their studies and professional lives. We will address global, political, and social challenges through a relevant demand-led and forward-looking portfolio. We will do this by offering authentic teaching, learning and assessment modes which immerse students in the wider-world through live projects, work-based learning and global opportunities. We will invest in our people to enable all teaching colleagues to plan and deliver exceptional learning experiences and professional colleagues to offer exceptional support. Students will be empowered by working in partnership with colleagues and fellow students to shape the Westminster experience. We will develop an integrated physical and digital environment that supports excellent practical, active and collaborative learning for all our students.

RESEARCH AND KNOWLEDGE EXCHANGE

Research and knowledge exchange are fundamental to our commitment to making a positive difference to the world and transforming lives. We are committed to research in four priority areas: Diversity and Inclusion; Health Innovation and Wellbeing; Sustainable Cities and the Urban Environment; Arts, Communication and Culture. Our excellence in research and knowledge exchange will infuse our education endeavour, inspiring and equipping our students as agents of change locally as well as globally. We will continue to grow our community of PhD researchers, ensuring that the Westminster postgraduate research experience remains sector leading and the foundation for great careers. In knowledge exchange we will focus on engagement with government, business and with the public and local community. We will achieve more when we identify shared interests and build partnerships with our communities and collaborate for the public good with a clear civic purpose.

EMPLOYABILITY

We will ensure that all our students benefit from employability-led learning and purposeful engagement with employers, business and industry, to give students from every background the best possible preparation for the world of work and enable the best possible employability outcomes. We will do this through the further extension and embedding of programmes such as work-based and placement learning; the Westminster Employability Award; Westminster Working Cultures; mentoring; and student enterprise. Employability-related learning will be a core and critical part of the courses and curriculum we offer, right across the University. It will be front and centre of life at the University for students and colleagues.



A key priority will be the development of a dedicated Centre for Employability and Enterprise at 29 Marylebone Road, intended to transform our student experience and our engagement with business, industry and employers. The Centre will provide a game-changing experience through which undergraduate and postgraduate students from across Westminster will come together and practise enterprise; develop an entrepreneurial mindset and skills; access training, work, projects, business advice and mentoring; and connect directly with employers. The future-focused environment of the Centre will scale up our employability provision, helping our students to be 'fit for the future' in the most challenging of post-pandemic labour markets and economic environments. It will strengthen links between our UK-based and international employer partners and our motivated, bright, work-ready students, affording employers access to a diverse mix of people right for the needs of the contemporary workforce.

GLOBAL ENGAGEMENT

We will raise the international reputation and reach of the University, ensuring that 30% of our undergraduate community and 70% of our taught postgraduates come to us from overseas. Overseas partnerships will remain central to our global engagements. We will prioritise the outward mobility of our students to partner institutions, Contributing to students' development of employability skills and competences. We will extend and deepen our Trans-National Education relationships. These partnerships, particularly that with Westminster International University in Tashkent, will move beyond franchised or validated arrangements to embrace employability, alumni-related research, CPD and knowledge exchange connections.



OUR STRUCTURE

ACADEMIC STRUCTURE

Our structure is built to deliver an enhanced learning environment, stronger and broader industrial, international and professional connections and pioneering and impactful research. The University comprises three Colleges:

Westminster Business School

- School of Organisations, Economy and Society
- School of Finance and Accounting
- School of Applied Management
- School of Management and Marketing

Design, Creative and Digital Industries

- School of Architecture and Cities
- Westminster School of Arts
- School of Computer Science and Engineering
- Westminster School of Media and Communications

Liberal Arts and Sciences

- School of Social Sciences
- Westminster Law School
- School of Humanities
- School of Life Sciences

The University Executive Board comprises:

- Vice Chancellor and President
- Deputy Vice Chancellor (Employability and Global Engagement)
- Deputy Vice Chancellor (Education and Students)
- Deputy Vice Chancellor (Research and Knowledge Exchange)
- Chief Operating Officer and University Secretary
- Three Heads of College

PROFESSIONAL SERVICES

Our Professional Services teams support the effective and professional delivery of our teaching, research and knowledge exchange and the management of student residences and sports facilities.

- Academic Registry
- Business Engagement
- Estates
- Finance and Commercial Activities
- Global Recruitment, Admissions, Marketing and Communications
- Information Systems and Support
- People, Culture and Wellbeing
- Strategy, Planning and Performance
- Student and Academic Services



JOB DESCRIPTION

Job Title: Equality, Diversity and Inclusion Accreditations Project Lead

Reports to: Equality, Diversity and Inclusion Manager

Department: People Culture and Wellbeing

Grade: NG7

ROLE PURPOSE

At the University of Westminster, diversity, inclusion and equality of opportunity are at the core of how we engage with students, colleagues, applicants, visitors and all our stakeholders. We are fully committed to enabling a supportive and safe learning and working environment which is equitable, diverse and inclusive, is based on mutual respect and trust, and in which harassment and discrimination are neither tolerated nor acceptable.

The purpose of this role is to be responsible for the coordination of applications for equality, diversity and inclusion (EDI) charter marks and running the relevant programmes. This includes as a priority, supporting the Athena Swan application and programme across the university. The role holder will provide proactive, professional support and advice in the University's aspirations to achieve charter mark recognition and excellence. Initially this will focus on activities on gender equality, assisting the EDI Manager, Chair of the Athena Swan Self-Assessment Team, and the EDI Committee to develop and implement a gender equality action plan as part of our broader EDI Action Plan. The role holder is also responsible for supporting the application for the Race Equality charter mark and other relevant EDI accreditation exercises.

PRINCIPAL ACCOUNTABILITIES

1. To coordinate the University's programme of work on equality charter mark accreditation, working alongside senior colleagues to develop and define priorities in line with the University's strategy, aims and ambitions.
2. Advise on best practice, assisting the EDI Manager and the EDI Committee to develop a university wide approach to, in the first instance, Athena Swan and gender equality working, to achieve an institutional Athena Swan award and supporting departments, colleges and schools in applying for Athena Swan awards.
3. Maintain a strategic overview of progress in the University by developing and establishing an Athena Swan project plan, framework and strategic objectives taking into account a three-year rolling programme of submissions and subsequent action plans. Proactively engage with departments, colleges, and schools to set timeframes to achieve these action plans. Map existing data and identify additional data requirements to effectively monitor trends and progress in relation to gender equality to inform Athena Swan submission and action plans. Carry out detailed



analysis, interpretation and presentation of complex data to support Athena Swan submissions, including statistical analysis of colleague and student data in collaboration with the relevant professional services departments, People, Culture and Wellbeing and Strategy, Planning and Performance and key academic stakeholders.

4. To manage, in support of the chair, the Athena Swan Self-Assessment Team and all related working groups by providing the required administrative framework and support, including but not limited to room bookings / on-line meeting links, agendas, terms of reference, minutes, action tracking and progress reporting. To monitor short-, medium- and longer-term actions, taking into account a three-year rolling programme of submissions and monitoring, to deliver ongoing Athena Swan aspirations.
5. Promote awareness of, and colleague and student engagement with, the University's equality work, goals and progress with equality charter and kite marks, in liaison with professional services colleagues, facilitating knowledge sharing between departments, colleges and schools.
6. Coordinate the planning for the University's longer-term engagement with, and application to, additional equality charters and kite marks, providing advice and support, for example Race Equality Charter, Disability Confident, Stonewall Diversity Champions.
7. Assist and advise on all university policies relating to charter marks including Athena Swan and Race Equality Charter.
8. Draft and present high-quality reports and briefings to all relevant committees and groups at all levels of the university, for example, at the Athena Swan Self-Assessment Team and the University EDI committee.
9. To attend all relevant external Athena Swan meetings and events representing the University, and to gather best practice/ideas to inform future developments. Act as a key contact point for the institution's Athena Swan and other charter mark work.
10. Any other duties within their competence, as directed by the EDI Manager and the EDI Committee from time to time.

CONTEXT

The postholder will be based in the People, Culture and Wellbeing Department but will work very closely with University Executive Board lead for EDI Committee, EDI Committee, all schools and colleges, professional services (PS) departments, colleague networks, unions and student union in a professional, consultative and collaborative manner to ensure that the University continues to meet the spirit and letter of Equality and Diversity legislation and remains at the forefront of best practice. This is particularly important as universities have specific, proactive public sector legal duties to promote equality, diversity and inclusion. The postholder will share and exemplify Our Values

Progressive; We look forwards, anticipate what's changing and embrace the new with energy and imagination.



Compassionate; We are thoughtful and sensitive, supportive and encouraging, making the time to talk, especially when the pressure is on. As a University community we are inclusive and united, careful to consider what enables each and every one of us to play our part.

Responsible; Individually and collectively, we take responsibility for our actions, work to the highest ethical standards and help each other to always do the right thing.

These values and the supporting behaviours are important to us because they define who we are, how we do things, why we choose to be at Westminster. They are shared by our students, colleagues, graduates, stakeholders, and supporters. They underpin our promise to students and colleagues.

The University requires all postholders to have an understanding of individual health and safety responsibilities and an awareness of the risks in the work environment, together with their potential impact on both individual work and that of others.

DIMENSIONS

This post has no direct line management responsibilities but in the absence of the EDI Manager, will be required to coordinate with, motivate, and advise other colleagues in the Equality and Diversity Team or individuals in PS departments or colleges working on Athena Swan. Also manage relationships, briefs and work of any external consultants engaged to support this agenda.

Budget Responsibility:

Non- Pay (TBC)

KEY RELATIONSHIPS

- Chair/s of Equality, Diversity and Inclusion Committee
- Chair of Athena Swan Self-Assessment Team
- Director, People, Culture, and Wellbeing
- Associate Director, Organisational Development
- Strategy Planning and Performance department
- Colleague Network Chairs and members
- Heads of College and School
- Management Information and Systems team
- External: Advance HE



PERSON SPECIFICATION

The PCW department needs skillful, flexible, adaptable, team players, who are creative and resilient, as well as persuasive and empathetic. You will have the personal credibility to work with university professional services and academic colleagues, our students and external stakeholders. You will be comfortable working both in a tightly knit team and individually.

QUALIFICATIONS

Essential

- Relevant first degree or practical experience that demonstrates relevant levels of knowledge and skill.
- Project Management Qualification or equivalent professional qualification or demonstrable experience in managing projects.

Desirable

- Professional qualification and membership (Associate working towards Member) of a relevant professional body.
- Research and data analysis qualification.

TRAINING AND EXPERIENCE

Essential

- Experience of managing a successful Athena Swan submission at both institutional and local level.
- Strong project management skills, and ability to operationalize and scale programs.
- Proven experience of planning and progressing work activities within broad professional guidelines and organisational policy.
- Experience developing and reviewing policy, guidance and processes.
- Strong analytical skills: ability to translate metrics, research, and trends into strategy and improvement opportunities.
- Experience of working with a wide range of stakeholders including students, professional services, academic and senior colleagues, building effective relationships, dealing sensitively, patiently, and diplomatically to jointly and collaboratively deliver change projects and initiatives.
- Ability to assess risk and exercise sound judgement, including when to escalate issues appropriately.
- Sound understanding of the Equality Act 2010 and the ability to give expert advice with high level of understanding of equality issues, including legislation and best practice.
- A highly effective communicator with the ability to clearly and concisely articulate ideas, concepts, and proposals to engage team, peers, and management.
- Experience of and confidence in presenting to a wide variety of audiences



- Attention to detail and a highly organized, process-focused aptitude are required to manage the variety of responsibilities and deliverables.
- Well planned and organised, both personally and as a team member.
- Commitment to personal and professional development.
- Ability to work under pressure to tight deadlines while applying quality standards to all tasks and ensuring that nothing is overlooked.
- Ability to work flexibly by taking account of new information or changed circumstances and modify understanding of a problem or situation accordingly.
- Highly proficient in the use of MS Office applications, specifically Word, Outlook, PowerPoint, & Excel, CMS, Sharepoint and social media.

APTITUDES, ABILITIES AND PERSONAL ATTRIBUTES

Essential

- Passion and commitment to social justice and Equality, Diversity and Inclusion.
- Must share and exemplify the University's values.
- Comfortable with working both in a tightly knit team and individually.
- Strong networking skills, identifying champions, influencing and negotiating to facilitate working together toward a common goal.
- Flexible and adaptable
- Persuasive and empathetic
- Tactful and diplomatic
- Patient and persistent
- Self-confident
- Self-motivated and enthusiastic
- Efficient and reliable

OTHER INFORMATION

- Willingness to travel to attend courses and conferences, occasionally involving overnight stay and out-of-hours working.
- Fully committed to creating a stimulating working and learning environment which is supportive and fair, based on mutual respect and trust, and in which discrimination is neither tolerated nor acceptable.



HOW TO APPLY

To apply for this vacancy, please visit our [vacancies page](#) where you will be able to download our application form template. You will then be requested to complete a quick registration before being able to upload completed application form and any supporting documentation.

Applications should include:

- A concise statement in support (ideally no longer than two pages), addressing the criteria in the Person Specification and motivation for applying.
- You may also include an up to date curriculum vitae;
- names and contact details of two referees (although referees will only be approached at offer stage).

The deadline for receipt of applications is midnight on 10 June 2024.

Interviews will take place w/c 24 June 2024.

An appointment will be made subject to proof of eligibility to work in the UK and satisfactory references being obtained.

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The University has adopted Smart Working principles to support and further our Equality, Diversity and Inclusion aims of being an inclusive, collaborative and flexible employer. Further details of Smart Working can be discussed at interview stage.



OUR BENEFITS

The University offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our colleagues make to success and growth. Our benefits are inclusive for colleagues of all backgrounds including LGBTQ+ colleagues, disabled colleagues, pregnant colleagues, parents and carers, as well as colleagues of all genders, age, ethnicities, nationalities, religion and beliefs, and marriage and civil partnership status.

- 35 days annual leave per year, plus bank/national holidays and University of Westminster closure days (pro-rata for part-time staff).
- A generous occupational pension scheme.
- Annual incremental progression and/or cost of living reviews.
- Generous maternity, paternity and adoption leave.
- Flexible working and smart working.
- Learning and development opportunities.
- Free membership rates for a wide range of sporting facilities, including gyms at Regent Street and Harrow campuses, as well as the Chiswick Sports Ground.
- Employee assistance programme.
- The opportunity to participate in other attractive employee benefit schemes such as Cycle to Work, Eye Care Vouchers, Season Ticket Loans, and Give As You Earn.





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