Job Description

Job title	Equality, Diversity and Inclusion Officer
Division	Social Sciences
Department	Politics and International Relations (DPIR) (0.4 FTE) Oxford Department of International Development (ODID) (0.4 FTE)
Location	Manor Road Building, Manor Road, Oxford, OX1 3UQ Queen Elizabeth House, 3 Mansfield Road, Oxford, OX1 3TB
Grade and salary	Grade 7: £37,524 - £45,763 per annum, pro rata
Hours	Part time (0.8 FTE)
Contract type	Fixed-term for 2 years
Reporting to	Head of Administration and Finance (DPIR) and Head of Administration and Finance (ODID)
Vacancy reference	176088
Additional information	Closing date: midday (UK time) on Friday 15th November 2024. Interviews will be held as soon as possible thereafter.

The role

The Equality Diversity and Inclusion (EDI) Officer will support and work closely with both DPIR's EDI Academic Lead (EDIL) and Athena Swan Lead and ODID's EDI Committee Chair on a range of projects relating to equality, diversity and inclusion. The role requires a high degree of initiative and independent working, including leading projects from conception through to final implementation in-line with the departments' longer-term EDI strategies.

DPIR is planning to apply for an Athena SWAN Bronze Award. A major part of the role will be to manage this application process. This will entail working with the Athena SWAN Self-Assessment Team to gather and analyse data, using this to write an Action Plan and take the lead in collaboratively designing and implementing new initiatives which will contribute to the achievement of the Department's Athena SWAN targets in the future, as well as broader equality and diversity goals, such as the design and organisation of focus groups and workshops.

ODID received its Athena SWAN accreditation in October 2020. The post holder will continue the work that has been done on the action plan objectives arising out of Athena SWAN accreditation, while looking ahead to the process for renewal of the award. In parallel with Athena SWAN, the post holder will also work on complementary initiatives across the department's teaching and research communities and devise ways of assessing the impact of these initiatives, including through the delivery of relevant training.

The post holder will service and report to both DPIR's Equality and Diversity Committee (which also acts as the Self-Assessment Team) and ODID's EDI Committee; and to provide advice and support on equality and diversity matters to other members of the Departments. While DPIR and ODID are separate departments, the post holder will also be encouraged to consider how EDI activities in one can be informed and improved by progress in the other. The position will also liaise with the Social Sciences Division's Planning and Equality Manager.

Responsibilities

Athena SWAN

- Collect data and information needed to put together an Athena SWAN application; including analysing and reporting on data on gender attainment, career progression, pay etc; and drafting and running of online surveys and collating and analysing survey responses.

- Write reports and summarise information to monitor our progress to date.

- Independently project manage the Athena SWAN process: manage the application process, including staff and student consultations, draft applications, and monitor and evaluate progress against Athena SWAN action plans, delegating tasks where appropriate.

- Interface with other departments in the Social Sciences Division and the divisional team concerning Athena SWAN submissions to share best practice.

EDI Committee and Panel

- Service and be an active member of the Departments' Equality, Diversity and Inclusion Committees, including preparing agendas and accompanying papers; reporting on progress with the Athena SWAN application and action plan; and making recommendations and suggestions relating to advancing equality, diversity and inclusion.

- Attend the Social Sciences Division EDI Panel meetings.

- Work closely with the Chairs of the Equality, Diversity and Inclusion Committees to identify priority goals and actions in relation to equality, diversity and inclusion issues.

EDI professional lead

- Take the lead in designing and delivering new initiatives designed to promote equality and diversity in the Department, such as the promotion of mentoring schemes and networks, social events to promote an inclusive culture, the organisation of high-profile events; and other equality and diversity-related projects.

- Act as a guide and advisor, including to the head of department and senior academics, on the Athena SWAN application process.

- Work with the Chair and members of the department's EDI Panel to design and deliver new initiatives designed to promote equality, diversity and inclusion. Devise ways of assessing the impact of these initiatives. This will include various initiatives to advance the anti-racist agenda in teaching and research, including through the delivery of relevant training.

- Interpret data from both University and national databases, as well as local information, to inform presentations to internal and external stakeholders, ensuring buy-in for relevant initiatives relating to the EDI strategies.

- Set up and administer surveys and focus groups with staff and students and carry out quantitative and qualitative analysis to monitor progress on equality, diversity and inclusion action plans and identify new areas for action.

- Organise events, seminars with outside speakers and training courses of relevance to equality, diversity and inclusion, and manage the related budget.

- Build good working relationships with departmental staff in HR, Communications and Student Services, and divisional equality, diversity and inclusion personnel, in order to address issues in relation to both staff and students.

- Act as a point of contact for students and staff, offering advice and assistance with matters relating to equality, diversity and inclusion. Ensure timely and relevant communication of new initiatives and information relating to equality, diversity and inclusion through email newsletters, printed materials and events.

- Produce internal communications and provide content for the Department website to promote the work of the Department in this area.

- Be familiar with internal and external resources relating to equality, diversity and inclusion (eg networks and support groups, University guidance, and national guidance on the Athena SWAN Charter and similar programmes), and keep up to date with GDPR and EDI legislation.

- Make applications for University funding for equality, diversity and inclusion projects where appropriate.

- Any other duties as deemed appropriate by the Heads of Administration and Finance that are commensurate with the grade of the role.

Additional duties:

As a new starter, you will be expected to complete mandatory training for the department and, if applicable, your role, these include:

- Information security and Data Protection

- Implicit Bias

- Bullying and Harassment training

- Equality and Diversity briefing

Access to these training courses will be provided once in post.

Selection criteria

Essential

- Educated to degree level or equivalent.

- Demonstrable commitment to the goals of equality, diversity and inclusion.

- Strong organisational, planning, and project management skills. Ability to work independently and flexibly to achieve agreed objectives and meet deadlines.

- Knowledge of Athena SWAN and experience of working on equality and diversity issues in the Higher Education sector.

- Ability to analyse EDI data as it relates to a university environment; to compile and manage on-line surveys, manipulate, analyse and visualize administrative data.

- Ability to suggest policy or practice interventions from such analysis for discussion and implementation within the department(s).

- Excellent oral and written communication skills with ability to write concise and clear reports, including clear presentations of data trends to staff and students.

- Strong interpersonal skills paired with a collaborative approach, to develop good working relationships within the departments and network across the university at all levels.

- Sound IT and numeracy skills for: report writing; preparation of spreadsheets; data analysis; website development; interrogating databases.

Desirable

- Prior knowledge and experience of an academic department.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

Department of Politics and International Relations

Politics and International Relations at Oxford University have a long and distinguished history in the education of leading figures in academia, politics, the media and public life, both in the UK and internationally. Teaching and research activities in this area were combined in 2000 to create a Department of Politics and International Relations. With around 90 academic staff, the Department is one of the largest departments internationally and consistently ranks first in The Times and The Guardian university guides for the subject. It is home to major research projects, a vibrant community of academic visitors, and a strong group of post-doctoral researchers, supported by highly competitive research fellowships, working in the full range of disciplinary sub-fields.

The department attracts some of the best academics in the field to work here as permanent faculty, as part of major research projects or as academic visitors. There is a strong post-doctoral group supported by highly competitive research fellowships and working across a broad range of fields.

The Department is located in the Social Sciences building at Manor Road, along with the Department of Economics, the Centres for Criminology and Socio-Legal Studies, and the integrated Social Science Library. The building provides excellent facilities including a lecture theatre, a large computer laboratory and a range of seminar rooms as well as a cafeteria and common room for use by both staff and students. The Manor Road Building is served by a shared IT and web team.

An experienced Professional Services function supports the department's research and teaching activities. The department's core Professional Service is grouped into teams that provide dedicated support for: Courses, Research, Finance, HR, and Communications & Alumni Relations. The administrative teams work closely with each other as well as with staff in other parts of the University, in particular with the Social Sciences division, Personnel Services, and Research Services, as well as with the University's many colleges.

For further information, please visit: https://www.politics.ox.ac.uk

Oxford Department of International Development

The Oxford Department of International Development (ODID) is the focus in the University for post-graduate teaching and advanced research on developing countries and emerging economies, and on their relationship with the rest of the world. ODID is located at Queen Elizabeth House in central Oxford, and is thus often known as "QEH". The Department is recognized as one of the leading international centres in its field. It was ranked as the top development studies department in the country in the UK government's national assessment of research excellence in both 2008 (Research Assessment Exercise) and 2014 (Research Excellence Framework), with most of its research rated as world-leading and internationally excellent. ODID maintains a world-wide network of scholars and policy researchers in developing countries. The Department has particular strength in the study of Africa, Asia and Latin America. It has close relationships with cognate departments in Oxford, such as Politics and International Relations, Anthropology, Area Studies, Economics and Law.
The Department comprises a core of some 25 academic staff engaged in teaching and research, together with 71 research staff in five research centres - the Refugee Studies Centre, the Young Lives Study, the Oxford Poverty and Human Development Initiative, the Technology and Management Centre for Development and the International Growth Centre, which is led by ODID and the Department of Economics, with the LSE. These centres have support from key research partner institutions in developing countries, and engage in extensive policy advisory work for governments, international agencies and civil society organisations.

ODID teaches around 260 postgraduate students on doctoral and Masters' programmes. Students come with outstanding academic track records from all over the world. Degrees offered at ODID include the DPhil in International Development, a DPhil in Migration Studies (based at Anthropology), a two-year MPhil in Development Studies and four one-year MSc courses on Economics for Development, Refugee & Forced Migration Studies, Global Governance & Diplomacy, and Migration Studies. These programmes are research-led, and combine rigorous research methods training with applied thesis work which prepares students for both academic and policy careers. The Department is also home to a considerable number of post-doctoral fellows and academic visitors from a wide range of developing countries.

Further information about the Department can be found at https://www.qeh.ox.ac.uk/ and on the courses at https://www.qeh.ox.ac.uk/content/study.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for priority candidates
A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help
Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly: vacancies@politics.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.