



JOB DESCRIPTION	
Job Title	Diversity, Equity, and Inclusion Officer
Department	The Office of Diversity, Equity, and Inclusion
Grade	D
Location	Guildhall School of Music & Drama
Responsible to	Head of Diversity, Equity, and Inclusion
Responsible for	NA

Purpose of Post

The Diversity, Equity and Inclusion (DEI) Officer will play a key role in the implementation of the Schools ambitious DEI strategy. The successful candidate will lead on and manage the delivery of a range of DEI initiatives and projects to advance the wider DEI agenda at the School in support of our DEI Strategy. This will include undertaking research to inform policy, developing guidance and training materials, facilitating workshops, and leading on the delivery of our Diversity Calendar of Events.

A key focus for the postholder will be the establishment, support and development of Staff Diversity Networks, Senior Champions, Student DEI Advocates and the LGBTQ+ Allies Programme.

The postholder will also provide specialist advice, guidance and support to a range of stakeholders including staff, managers, students and Departmental DEI Teams across the School, supporting teams to develop and implement DEI Action Plans.

The role requires a high degree of initiative and independent decision-making, including leading projects from conception through to final implementation in-line with the Schools longer-term DEI strategies.

Main Duties & Responsibilities

1. In Liaison with the Head of DEI, provide specialist and confidential advice, guidance, and support to our stakeholders on DEI related matters, including bullying, harassment, victimisation and discrimination.
2. Lead on and manage a variety of projects to advance equity, promote diversity and foster community cohesion in support of our DEI Strategy.
3. Work with and engage internal and external stakeholders to advance DEI for our School community.
4. Support teams to develop and deliver their DEI Action Plans to improve local DEI outcomes and build inclusive behaviours.
5. Work as part of the wider City of London Corporation DEI profession, contributing where appropriate to the overarching City of London Corporation DEI activity.
6. Work intersectionally and collaboratively with teams and staff across the School and beyond to share best practice and build efficiency;
7. Manage, develop and support the development of DEI policies and practice working collaboratively with the Dean of Students, HR and other stakeholders.
8. Develop, deliver, and review DEI training and workshops, related resources and awareness-raising events for students.
9. Plan, coordinate and facilitate a calendar of diversity events throughout the year as appropriate, working with colleagues across the School e.g., Black History Month, LGBT+ History Month, Disability History Month etc.
10. Establish and support the development of our Staff Diversity Networks.
11. Support and develop the LGBTQ+ Allies programme.
12. Establish, support and develop a cohort of student DEI Advocates to improve student engagement with the DEI agenda.
13. Develop relevant staff/student focused information, guidance and resources for publication using various methods of communication.
14. Making best use of available data and statistics to inform the direction and focus of projects as well as measuring impact of initiatives in relation to our staff students.
15. Show leadership and initiative with an ability to act independently when required;
16. Represent The Office of DEI at DEI events, staff/student events, internal and external meetings and stakeholder groups (which may include outside of working hours including evenings and weekends where necessary).
17. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
18. Actively seek to implement the City of London's Equal Opportunity Policy, the Schools DEI Strategy and the objective to promote equality of opportunity in relation to the duties of the post.
19. Any other duties as may reasonably be required, consistent with the grade of the post.



PERSON SPECIFICATION	
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Please find below the key skills, experience and core behaviours required to undertake this post.

Technical Skills / Professional Qualifications / Relevant Education & Training

- A passion and personal commitment to Diversity, Equity and Inclusion and driving sustainable change (A)
- Working knowledge and understanding of UK equality legislation, with the ability to embed it into relevant work (A)
- An understanding of the challenges facing Higher Education (specially the arts) in terms of DEI affecting staff and students. (A), (I)
- An understanding of Equality Charter Marks (Athena Swan, Disability Confident, Race Equality Charter and Stonewalls Workplace Equality Index). (A)
- Ability to use own initiative and enjoy problem solving (A), (I)
- Numerate with the ability to analyse, interpret, summarise and report on complex statistical and other data (A), (I)
- Ability to write and present reports and other formal documentation to different audiences (A), (I)
- Ability to develop and maintain effective relationships with a wide range of internal and external stakeholders and demonstrates confidence dealing with senior leaders (A) (I)
- Ability to work collaboratively and effectively in a team and a commitment to engage in positive working relationships. (A)
- Ability to support academic freedom and respecting the right to express diverse points of view. (A)
- Excellent IT skills; proficient in the use of a wide range of software including Microsoft Office including Word, Excel, Outlook, and PowerPoint (A)
- A commitment to continuing personal/professional development. (A)

Experience Required

- Experience of working in a DEI role(s) within the HE sector or large organisations (A), (I)
- A proven self-starter with the ability to work autonomously and independently, with the initiative to make decisions and problem solve as necessary (A), (I)
- Demonstrable experience of providing specialist, confidential, impartial advice, guidance and support to a range of both internal/external stakeholders including students, staff, managers, and Staff Diversity Networks. (A), (I)
- Proven interpersonal and influencing skills, with a high degree of tact and diplomacy and the ability to collaborate effectively with a wide variety of stakeholders (A) (I)
- Experience of providing support and guidance to teams to help them develop and implement DEI Action Plans to achieve successful outcomes (A), (I)
- Excellent organisational skills, including multitasking and time-management, with the ability to deal positively and constructively with conflicting priorities (A) (I)
- Experience of leading organisational development programmes, culture change programmes and behavioural change interventions (A), (I)
- Experience in researching, developing and delivering DEI workshops and training (A) (I)
- Experience of analysing and interpreting complex datasets, producing reports highlighting key issues and recommendations to address the findings. (A), (I)
- Experience of undertaking research and preparing resource materials for publication (online and in print), contribute to training materials and policy development. (A), (I)
- Experience in planning and delivering a calendar of diversity events in coordination and liaison with diverse stakeholders. (A), (I)
- Demonstrable experience of utilising various communication and social media platforms to market and promote information and events. (A)

Other Relevant Information e.g. working hours or desirables (only if applicable)

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.



Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £41,360 - £46,050 including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

This position is offered on a permanent basis.

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out.

You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month's notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.