

**JOB DESCRIPTION**

**Ref: 0567-24**

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| **Job Title:** Associate Dean for EDI | **Normal Grade:** Senior Lecturer or above |
| **Department/College:** FASS |
| **Directly responsible to:** Executive Dean of Faculty, FASS |
| **Supervisory responsibility for:** Decolonisation Project Lead |
| **Other contacts**  |
| **Internal:**Faculty EDI Committee, Faculty Athena SWAN Network, University EDI Committee, Dean’s Group, Probations Sub-Committee, Policy & Resources Committee (PRC), departmental EDI/Staffing directors, Athena SWAN leads, Decolonising Leads, Faculty Manager, Faculty Resources Managers, HR Partner, other faculty and departmental professional services staff, Deputy Vice-Chancellor, University Dean for EDI, the Director of POE (or their delegated nominee/s), the Equality, Diversity & Inclusion team. |
| **External:**  Senior visitors to the Faculty; accrediting and professional bodies; other universities both nationally and internationally, external stakeholders and partnerships; to work with national and international EDI focused organizations and networks |
| The Associate Dean for EDI will work closely with the Executive Dean, Deputy Dean, Associate Deans, Heads of Departments, departmental Directors of EDI, Athena SWAN leads, the POE Partner, the Decolonisation Leads, the Faculty Manager and the Faculty’s Resources Managers to lead on the local application of the University’s EDI strategies to develop and promote all aspects of Equality, Diversity & Inclusion (EDI) for staff and students across the Faculty. There will also be regular contact with the Deputy Vice-Chancellor, The University Dean for EDI, the Director of POE (or their delegated nominee/s); ADs for EDI (or their equivalent) in other faculties; and the Equality, Diversity & Inclusion team.Specifically they will: * Be responsible for developing and implementing the Faculty’s EDI strategy for all FASS staff and students (studying on and off campus) ensuring demonstrable progress;
* Provide academic leadership for the implementation of the University’s EDI strategy in FASS to attract, develop and retain the best staff.

Specific responsibilities will include:1. Contributing to the implementation and development of relevant University strategies with particular emphasis on EDI and staff development & progression;
2. Developing those elements of the Faculty’s strategy that relate to EDI and staff development & progression and assuming academic leadership and responsibility (along with the Deputy Dean) for the implementation of those elements across the Faculty and monitoring their effectiveness;
3. Providing strategic oversight of the Faculty’s Decolonisation Project and line managing the Decolonisation Project Lead;
4. Providing academic leadership on the delivery of the Faculty’s strategy in relation to EDI ensuring:
5. widespread visibility and accessibility of the Faculty's and University’s Values;
6. ensuring that EDI is embedded in all our activities (student and staff recruitment, teaching, research and engagement);
7. delivering specific activities to progress EDI including ensuring the submission and retention of appropriate Charter Marks, such as convening and chairing the Athena SWAN submission; Race Equality Charter (REC); to redefine what success looks like for FASS;
8. working with the departmental EDI Directors and other staff in relation to each of the protected characteristics to identify and implement relevant activities; and
9. chairing the Faculty’s Equality, Diversity & Inclusion (EDI) Committee and Athena Swan Network;
10. With the Deputy Dean to provide academic leadership on the delivery of the Faculty’s strategy in relation to staff development & progression ensuring:
11. Inducting and mentoring new Head of Departments (HoDs) with regard to the Faculty’s EDI and people policies;
12. Working with the POE Partner, Faculty Resources Managers, Faculty Manager in planning relevant induction, career development and networking opportunities for all staff across the Faculty;
13. Working with HoDs to ensure that appropriate staff are allocated and/or appointed to academic leadership roles within the Faculty;
14. Working with the Resources Managers and HoDs to ensure appropriate probation objectives are in place for new staff and to assess whether they have been met;
15. Supporting the HoDs in planning the career progression for colleagues, supporting the Dean in making promotion cases and in chairing the Faculty’s Promotions Committee which considers reward cases (promotion, ex-gratia and increment) for academic, research and teaching staff up to Grade 8; running workshops for colleagues considering promotion;
16. Working with the Faculty POE Partner to ensure appropriate support for Heads of Department and Professional Services line managers in the effective management of staff and act as a Faculty representative in relation to complex POE cases if required;
17. Reviewing departmental discipline profiles annually, ensuring that appropriate arrangements are made for the monitoring of the quality of probationary agreements and that they are in line with departmental discipline profiles;
18. Working with the FASS Associate Dean Research/Research Committee to ensure an EDI focus on research, including due consideration of EDI in REF processes;
19. Working with the HoDs, POE Partner and the Faculty Resources Managers to improve the quality and effectiveness of Performance and Development Review (PDR) provision and uptake;
20. Providing strategic guidance and direction to the members of professional services staff in the Faculty’s Resources team and overseeing the budget for EDI and Decolonising work.
21. Working collaboratively as a member of Dean’s Group to: i) promote the development of the Faculty and staff; ii) manage the Faculty’s activities through the cost-effective use of resources and iii) advise the Dean on specific issues relating to EDI and people;
22. Being an active member of the Faculty’s Senior Management Team, Dean’s Group and of the Faculty’s Policy and Resources Committee (PRC), contributing to the development and delivery of Faculty strategies;
23. Actively representing the Faculty on key University Committees, working groups, projects and initiatives;
24. Contributing to the overall management of the Faculty, for example, by chairing interview panels for new academic staff, participating in committees such as the FASS AREL Committee, FASS Promotions Committee and FASS Staff Conference Fund;
25. Any other duties appropriate to the role as requested by the Dean or University more widely.
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*Last updated: 23 January 2024*