

Job Description

Equality, Diversity and Inclusion Co-ordinator

Grade: UCL Grade7

Full-time: 36.5 hours per week (1.0 FTE)

Duration: This post is available until 31st December 2027 in the first instance

Location: 30 Guilford Street, London, WC1N 1EH with opportunities for hybrid working in line with UCL Policy

Department: Institute for Global Health

Reports to

Institute Manager

Context

An enthusiastic and experienced generalist professional is sought for the post of Equality, Diversity and Inclusion Co-ordinator in the Institute for Global Health (IGH), working closely with the Institute Manager, the Institute Director, the Director of EDI, the HR Officer, and the EDI Executive Committee.

IGH holds an Athena SWAN (AS) Charter Silver Award in recognition of its commitment to advancing women's careers in academia.

Institute for Global Health

The Institute for Global Health (IGH) is at the heart of UCL's Grand Challenge of Global Health. The Institute's vision is for a world where international policy on global health is informed by world class research.

Directly employing 160 research, teaching, and professional support staff, IGH extends its impact across UCL and with our international partners through trans-disciplinary research. IGH generates an annual income more than £21M and teaches 280 students each year with global health modules and undergraduate and postgraduate programmes. Our postgraduate programme includes MSc Global Health, MSc Health Economics and Decision Science, MSc Applied Infectious Disease Epidemiology, and a PhD programme. Medical students are also taught by IGH staff as part of their fourth year MBBS programme.

IGH aims to support the development of robust solutions to aspects of the world's major global health challenges through scholarly outputs, education, public engagement, translational research and ultimately by influencing public policy and professional practice. IGH's global connections offer numerous research and funding opportunities as well. Our research links in Europe, Southeast Asia, Africa, China and South America are particularly strong.

IGH is organised in 3 Departments:

Departments:

- Department of Infection and Population Health
- Department of Global Health Equity and Social Justice
- Department of Environmental and Community Health

Equality and diversity are integral to our work. We hold an Athena SWAN Charter Silver award, are committed to Friends of Out@UCL, and champion all aspects of equality.

For more information, please visit our website at: <https://www.ucl.ac.uk/global-health/>

Main purpose of the job

The role holder will be primarily responsible for leading and coordinating the Institute's next Athena Swan application, using their project management experience and skills to ensure an effective and efficient approach. The successful applicant will also support the EDI Director and the EDI Committee with the development of the Institute's EDI strategy, liaise with the Working Group Leads to ensure the timely implementation of the Institute's Athena Swan Action Plan, and play an integral role in embedding EDI within the Institute culture and structures. This is a full-time, fixed-term position available until 31st December 2027 in the first instance.

Duties and responsibilities

Operational responsibilities

- Project manage the Institute's next Athena Swan application, working alongside the EDI Director and the Institute Manager;
- Work alongside the IGH EDI Working Group Leads and the Institute Manager to deliver the Athena SWAN silver action plan;
- Support the EDI Director and the EDI Committee with the development and implementation of the Institute's EDI strategy;
- Provide executive support to the EDI Committee, producing the agenda, writing up minutes and following up on actions;
- Design and deliver training on issues relating to equality, diversity and inclusion as needed;
- Organise a programme of EDI events, seminars and/or workshops held at IGH;
- Actively participate in EDI and Athena SWAN networks across UCL;
- Develop detailed knowledge on good practice in HE & disseminate information to inform future initiatives;
- Maintain own continuing professional development, undertaking training as required.

Data Analysis

- Work closely with the Institute Manager, the EDI Director and the EDI team to produce high-quality business/management information to aid decision making around key strategic areas;
- Extract, analyse and present a variety of datasets, sourced from manual records and records held on the UCL HR system;
- Provide a data information service responding swiftly and accurately to regular and one-off requests for management information;
- Work closely with the IGH Data and Survey Working Group to contribute to the generation and optimisation of data analysis and support the review of EDI key performance indicators;
- Provide continual assessment of the integrity of data from all sources and actively contribute to the improvements in data quality;
- Establish and manage a data archiving system for Athena Swan data.

Professional and Quality Assurance

- Ensure the highest standard of record keeping, maintaining accurate, complete, and up to date records;
- Maintain confidentiality as applicable;
- Act at all times in accordance with the highest professional standards;
- Actively follow UCL policies including those relating to Equal Opportunities and Information Governance;

General

- Follow and actively promote the UCL [Ways of Working](#).
- Take responsibility to carry out duties in a way that embodies UCL's environmental and social sustainability values, actively supporting [UCL's Sustainability Strategy, policies and objectives](#) within the remit of the role.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- This job description may be reviewed and be subject to amendment in consultation with the post holder.

Person Specification

Note to job applicant: copy and paste the following criteria into your “Statement in support of your application” and describe underneath each criteria how you meet it, giving examples. You will be scored on how you meet each criteria.

Essential Criteria	Assessment method (Application form/ Interview / Practical Test)
Qualifications, experience and knowledge	
Educated to degree standard or equivalent experience	Application
Up-to-date knowledge and understanding of equality, and data protection law and how it impacts on HR activities in a Higher Education environment	Application/Interview
Knowledge of Athena SWAN award applications	Application/Interview
Knowledge of current diversity issues pertaining to protected groups and intersectionality	Application/Interview
Skills and abilities	
Proven analytical skills, with the ability to summarise and present complex information to a range of audiences in a clear and engaging manner	Application/Interview
Experience of developing and implementing systems and procedures to meet and measure agreed priorities	Application/Interview
Ability to work with minimal supervision, taking responsibility for setting and meeting targets with excellent time management skills and the ability to manage competing projects and deadlines	Application/Interview
Sensitivity to issues of gender equality in different contexts and across academic and clinical disciplines	Application/Interview
Excellent written communication skills, in particular the ability to produce concise minutes, briefings and reports with exceptional attention to detail	Application/Interview
Excellent IT skills (email, spreadsheets, word processing, and databases)	Application/Interview
UCL Ways of Working	
Commitment to tackling bullying, harassment and discriminatory behaviour in teams	Application/Interview
Making inclusivity, diversity and cultural awareness core to actions and decision-making for self and the team	Application/Interview
Desirable Criteria	Assessment method (Application form/ Interview / Practical Test)
Master’s degree	Application
Professional HR qualification	Application

Experience of working in a busy office environment and delivering effective services in a Higher Education or NHS setting	Application/Interview
Experience of significant involvement in the development of an Athena Swan application	Application/Interview

Apply

To apply for this position visit: ucl.ac.uk/jobs

For informal enquiries about the role, please contact Dr Dimitra Stamogiannou on d.stamogiannou@ucl.ac.uk

For queries about the recruitment and application process, please contact IGH HR Team on igh.hr@ucl.ac.uk