CITY OF BRISTOL COLLEGE

# JOB DESCRIPTION

**SECTION: Marketing, Communications and Student Experience Post Ref: 17/2340**

**Grade: £20,655 - £23,256 (pro rota)**

**JOB TITLE: Equality and Diversity Lead**

**RESPONSIBLE TO**:

1. **Job Purpose**

* To lead on the positive promotion of equality and diversity matters to improve awareness, knowledge, practice and understanding of policy and context
* To lead on the effective integration and embedding of equality and diversity into the curriculum
* To lead on the production of reports and returns to ensure that the College is compliant with legislative reporting requirements
* To lead on student voice in order to positively represent the full diversity of the College’s community

1. **Principal Accountabilities**

* To lead on the provision and analysis of equality and diversity information and data as requested
* To be the lead advisor on best practice in relation to equality and diversity matters including: student experience / engagement; student recruitment; staff recruitment; marketing and promotional materials; learning materials and resources; policy and context
* To set up student forums to allow the full diversity of protected characteristics, LGBT and BME groups to have a voice in the College and for them to feel welcomed and celebrated
* To lead on the production of reports and returns to ensure that the College is compliant with legislative reporting requirements
* To lead on the production and analysis of equality and diversity data and impact to identify trends, issues and to inform improvement actions
* To support the Safeguarding, Prevent and Diversity Lead on ensuring vigilance and rigour in the adherence to equality, diversity, safeguarding and Prevent duties, policy, procedures and best practices
* To continuously assess the impact of equality and diversity measures and actions
* To proactively work with curriculum teams to ensure that equality and diversity are fully embedded and celebrated within occupational areas and subjects, making the content relevant and developmental
* To initiate, and be the driver for, targeted improvement and intervention projects and initiatives in order to address specific equality and diversity issues and improve awareness, understanding, knowledge and the student experience
* To proactively work with teachers, managers and assessors to ensure that opportunities to develop understanding, knowledge and awareness of equality and diversity are adopted and progressed in teaching and assessing practice
* To ensure that the Hubs and key public areas and learning environments promote positive behaviours and values specifically in relation equality and diversity
* To help to deliver a programme of training and updating for equality and diversity
* To provide rapid and responsive support and interventions where they are needed
* To support the development and maintenance of effective and sustainable links with key community partners and agencies to further the profile and quality of equality and diversity practice in the College
* To ensure consistency of service across the College through regular training, and learner feedback to inform and improve practice.
* Be responsible for own safety and not to endanger that of colleagues/visitors to the workplace.
* Reflect critically on own professional practice used and how your own performance can be improved.
* Discuss annually at your performance review interview how your performance can be improved and where appropriate agree what actions can be taken for further improvement
* Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College’s sites.
* Promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with
* Contribution and attendance at college wide events, i.e. open days, enrolment.
* Undertake ad hoc projects, as directed and contribute to cross-college working groups.
* Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
* Work towards and support the College’s vision and the objectives.
* Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
* Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.

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1. **GENERAL**

This job description is for your information and is a non-contractual document. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

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1. **SPECIAL CONDITIONS**

Due to the demands placed upon it and the profile of the role, the post holder will be required to have a flexible attitude to working hours

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**Date**: May 2016