



# UNIVERSITY of BRADFORD

## THE UNIVERSITY

The University of Bradford is a university with over 50 years of cutting-edge research experience, and we hold a Teaching Excellence Framework (TEF) Silver award. Inclusion is at the heart of the University of Bradford and central to all we do. Our work to increase social mobility and our unshakable commitment to equality, diversity and inclusion led us to be ranked first on the England Social Mobility Index, shortlisted for University of the Year in the fifth UK Social Mobility Awards, and named University of the Year for Social Inclusion by the Times Good University Guide in 2020.

Our ambition is to build on our heritage and areas of strength, and to be a world leader in:

- the creation of knowledge through fundamental and applied research
- the dissemination of knowledge by teaching students from all backgrounds
- the application of knowledge for the prosperity and wellbeing of people

Our strengths correspond well with this vision, in the physical sciences and engineering, life sciences and health services, management and business, and international relations, politics and societal impact. We want Bradford to be known as a world-leading technology university.

Our success is recognised externally, and our School of Archaeology and Forensic Science was awarded the coveted Queen's Anniversary Prize for Higher and Further Education in November 2021 for its world-leading work in developing archaeological technology and techniques, while our Business School was recently awarded the Times Higher Education (THE) Business School of the Year for 2021.



## OUR STRATEGY 2020 - 2025

Our approach is based in people, place and performance.

- People are our greatest asset. We will harness the ability and power of staff, students, alumni and stakeholders to deliver our strategic objectives.
- We are the centre of a great, passionate and diverse city. We will play a crucial role in placemaking for Bradford and the wider region.
- We will create a confident, high-performance culture that recognises and celebrates excellence and success, and which supports our people to deliver our strategic objectives.

### Vision

Our vision is a world of inclusion and equality of opportunity where people want to, and can, make a difference. We will be known as the place to be to make that difference.

### Priorities

Our priorities are:

- Learning, teaching and the student experience
- Research and innovation
- Equality, diversity and inclusion
- Business and community engagement

### Values

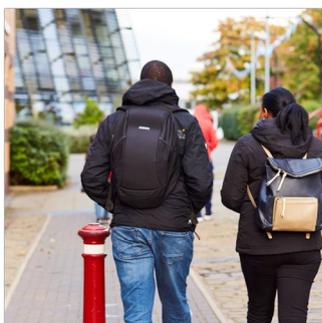
We will be an organisation that embodies our values in everything we do. These values are:

- **Excellence** is at the heart of everything we do
- **Trust** is the foundation of our relationships, underpinned by integrity in everything we do
- We give invention light and celebrate creativity and **innovation**
- **Inclusion** - diversity is a source of strength and must be understood, valued, supported and leveraged

Embedding these values across the University will shape our culture and drive our performance.

To read the full University Strategy please see: [www.bradford.ac.uk/about/strategy-vision/universitystrategy/](http://www.bradford.ac.uk/about/strategy-vision/universitystrategy/)

Financial Strategy: [https://www.bradford.ac.uk/governance/policies-and-statements/financial-statements/Financial-Statement-2020-21-\(PDF,-7.0MB\).pdf](https://www.bradford.ac.uk/governance/policies-and-statements/financial-statements/Financial-Statement-2020-21-(PDF,-7.0MB).pdf)



## **ABOUT BRADFORD**

From the cradle of manufacturing technology in the 19th century, to the cradle of digital technology for the 21st century, our youth and diversity is an economic, creative and cultural strength.

Our district has 17,000 businesses including more FTSE 100 companies than any other north of England city. From arguably the best beer in the country, to the world's turbo chargers, to breakthrough technologies that help to manage chronic pain, we have a strong service sector and community ethos that works together to make Bradford a great place to live and work.

As the youngest city in the UK, we are investing heavily in skills for the future by providing the right training at every level for the significant sectors of our economy, and University of Bradford and Bradford College are positioning themselves as exemplars in their field. Bradford is a world heritage site. It is the UNESCO City of Film, borders two National Parks, and is the home of cultural icons as diverse as David Hockney, J. B. Priestley, and Dynamo. We have competitive house prices and good schools in attractive areas meaning a move to Bradford brings a very high standard of living at an affordable price.

With partners across the local area, we have signed up to a collaborative approach to encourage people who live in the district to work in the district, and those that don't, to see that Bradford is a place you would want to be part of. We are, and always have been, a producer city – we create, make and trade.

We are extraordinary, energetic, and enterprising – and we are Bradford. Create the future with us.

For further information: [www.visitbradford.com](http://www.visitbradford.com)

## The New CfID

Since 2005 the Centre for Inclusion and Diversity (CfID), founded and directed by Professor Udy Archibong, has been spearheading the University's approach to, and the development of our University-wide Equality, Diversity and Inclusion [EDI] agenda. As a research centre it has attracted in excess of £10M, and delivered high-level, large-scale research projects, including PAREH, PAMECUS, GENOVATE and RRING. Current projects include Brad-ATTAIN, YCEDE, REDEPLOY, and a Bradford District-wide Social Integration Study.

With the appointment of a Pro-Vice Chancellor for EDI, who directs the work of the Centre, we are moving into a new phase of our development, strategically repositioning CfID and broadening its scope to respond to the University's vision of *"being a world of inclusion and equality of opportunity where people want to, and can, make a difference"*. CfID is leading the University in the development and delivery of the institution's EDI strategy.

Our aim is to further develop and capitalise upon CfID's established international reputation as a Centre of Excellence for providing an evidence base for EDI solutions in public, private and third sector organizations, working locally, nationally, and globally to harness the theme of *'making diversity interventions count'*.

To achieve this, we are leading the University in adopting a systematic approach to embedding EDI in its culture, strategies, policies, and practices, as well as taking the lead and co-ordinating our Access and Participation Plan (APP) work. Our goal is to enable all those within the University's community to develop their understanding of EDI matters and build their confidence to contribute and act to deliver change in the University.

To ensure effective delivery of its broadened scope, the CfID will now consist of two divisions. The first will be led by the Associate Director of EDI who will oversee the continued development of the CfID managed portfolio of EDI activities. As well as our advanced EDI research and KT activities, academic development, and EDI policy work, this includes bringing our EDI strategy to life and working collaboratively with Faculty based Associate Deans for EDI to co-ordinate the implementation of our EDI Delivery Plan and future developments.

The focus of the second is Local Activity Partnerships: Raising Achievement for Young People, to be led by Prof Alastair Goldman. The work of this division forms part of our APP mission, providing a robust response to the expectation of the OfS that universities will *"enhance and expand their partnerships with schools and other local and national organisations, to help raise the pre-16 attainment of young people from underrepresented groups across England"*. It will deliver activities and creative solutions which help address educational disadvantage, improve educational circumstances, and positively impact on the achievement of young people in Bradford. This work was kickstarted through the Collaborative Outreach Group with the current STEM team now transferring to CfID.

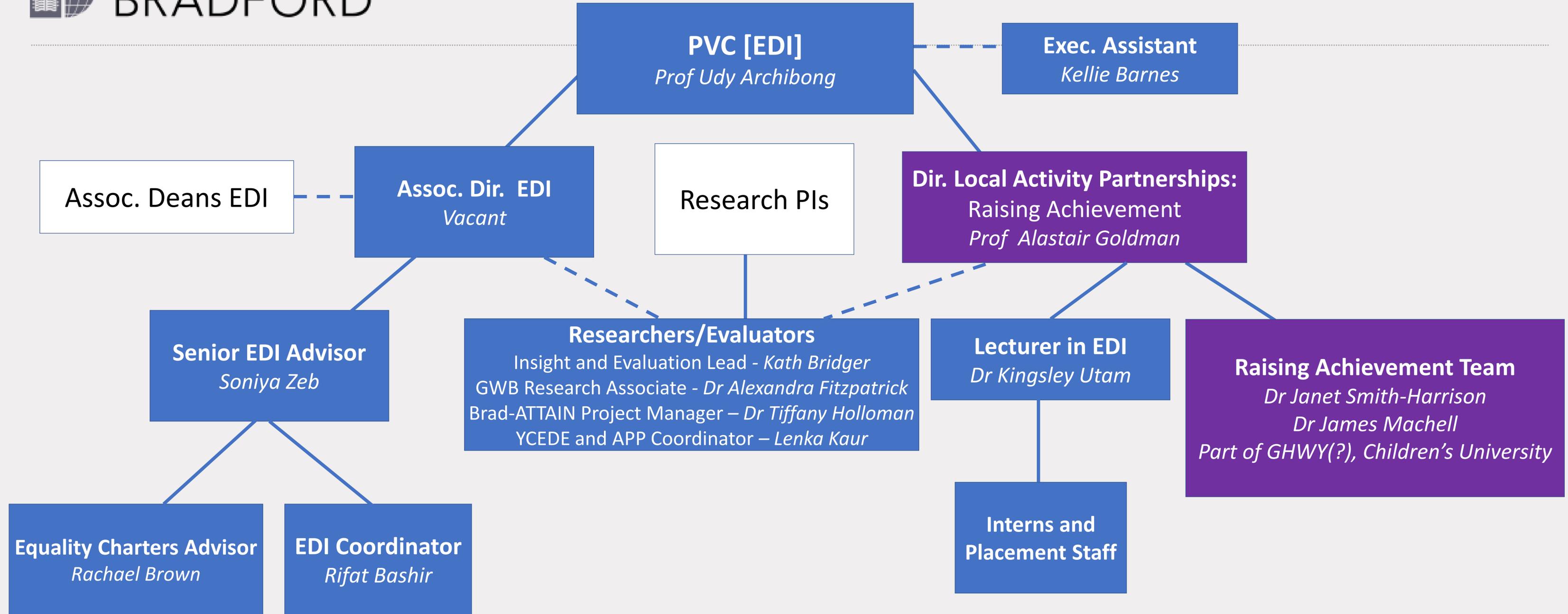
The repositioning of CfID will ensure that it is able to respond effectively to an ever-changing global EDI landscape and continue to drive sustainable social and economic development and support the University's ambitions to make a difference.

### CfID Team

- Professor Udy Archibong, PVC EDI
- Professor Alastair Goldman, Director, Local Activity Partnerships: Raising Achievement
- Associate Director EDI [Vacant]
- Kellie Barnes, Executive Assistant to PVC [EDI]
- Rifat Bashir, EDI Coordinator
- Kath Bridger, Insight and Evaluation Lead
- Rachael Brown, Equality Charters Advisor
- Dr Sofia Hirscher, Programme Assistant, Raising Achievement Team
- Dr Tiffany Holloman, Project Manager, Brad ATTAIN and YCEDE
- Lenka Kaur, YCEDE, Access and Participation Coordinator
- Janet Smith-Harrison, Project Manager, Raising Achievement Team
- Dr James Machell, Curriculum Development Manager, Raising Achievement Team
- Dr Kingsley Utam, EDI Lecturer
- Soniya Zeb, Senior EDI Advisor

The Equality and Diversity Structures can be found at <https://www.bradford.ac.uk/equality-and-diversity/edc-university-of-bradford/>

The organisational chart can be found at <https://www.bradford.ac.uk/equality-and-diversity/edc-university-of-bradford/eD-structurepdf.pdf>





## **JD and Person Specification: Associate Director of EDI**

### **Main Purpose**

Based in the Office of the Vice Chancellor and reporting to the PVC [Equality Diversity and Inclusion] the Associate Director of Equality Diversity and Inclusion [EDI] is a pivotal appointment in maintaining the University of Bradford's position as a sector lead in EDI and social mobility and an influencer of global EDI practice. The postholder will be an established and respected leader in EDI, committed to cultural transformation, with a track record of influencing and facilitating sustainable change in a large, complex organisation.

Working in partnership with senior staff across the University, including Deans, Associate Deans of EDI and Directors of Professional Services, the postholder will bring the depth and breadth of leadership required to effectively plan and co-ordinate the effective delivery of the University's EDI Strategy.

With a strong focus on transformational and cultural change, the postholder will work as a member of the CfID Leadership Team. They will oversee delivery of key external accreditations and the delivery of evaluation framework processes associated with CfID activity. They will monitor and report on progress and provide insight and advice to enable the University to address inequalities, promote staff and student inclusion, and make our diversity interventions count.

### **Main Duties and Responsibilities**

1. Lead, motivate and develop CfID's Equalities Team and associated collaborative cross-institution projects and activities, providing University-wide EDI advice and guidance, developing team capability and fostering a spirit of creativity and dynamism.
2. Leadership and oversight of delivery of the University's EDI Strategy across the whole University community. This includes strategic decision making regarding the operationalisation of the Strategy's key themes and objectives, robust planning, and implementation processes which translate activity into positive EDI impact.
3. Working in partnership with the Director of Local Activity Partnerships, Associate Deans [EDI], Directors of Professional Services and other senior staff at Faculty and Directorate level, provide input on strategic direction, and specialist advice and support to drive culture change, ensuring EDI gains traction for positive impact on staff and student experiences, learning, teaching and research practices, and business and community engagement.
4. Lead and deliver the preparation and submission of Equality Charters applications and renewals to maintain accreditation, overseeing the delivery of associated action plans, monitoring of progress and managing risk.
5. Co-ordinate the development and implementation of the University's Access and Participation Plan [APP], including recommendations and evidence-based actions, monitoring and reporting on progress and managing risk.
6. Provide effective leadership in the monitoring of EDI KPIs in line with the EDI Strategy and APP, including the collection of data, analysis and presentation of management information via the development of data dashboards and reports to track progress and areas of risk, increase understanding, build an evidence base and inform further development of the University's strategic EDI approach.

7. Engaging with internal and external up-to-date EDI research and thinking, develop and lead evidence informed strategic EDI approaches delivered through leading-edge, dynamic methodologies, tools and technologies to address identified inequalities, embed innovative practice in EDI and drive a culture of inclusion.
8. Contribute to the Annual Planning Cycle including the production of central improvement plans to support enhancement of teaching excellence, REF and KEF outcomes and the development of a business case for any new strand of activity.
9. Guide the development and implementation of an evaluation framework informed by an evidence-based approach including analytics, reports, and metrics to assess effectiveness, progress and impact.
10. Provide EDI leadership to enhance and embed EDI within the Professional Services (PS) Directorates working collaboratively and flexibly across PS as required to ensure the delivery of strategic EDI objectives. This will include providing specialist expertise and support to senior leaders across PS, establishing the PS EDI Committee, and facilitating communication of EDI activities to the PS staff.
11. Oversee the effective operation of EDI governance, affirming the University's strategic direction for EDI, reviewing and prioritising EDI objectives which underpin the University's strategic commitments, and ensuring accountability for progress and University-wide engagement in delivery.
12. Provide regular reports on progress against EDI and APP KPIs to the PVC [Equality, Diversity and Inclusion], including the production and presentation of reports to Executive Board, University Committees and EDI Governance highlighting any issues of risk and outlining effective solutions to minimise or resolve risk impact.
13. Lead effective engagement with staff and students, through forums, collaboration events and co-creation approaches to ensure staff and student voices are central to the development, and delivery of EDI priorities and objectives.
14. Engage and collaborate with external peers and stakeholders, maintaining and enhancing the University's global profile and reputation as a sector lead for EDI, promoting the interests of the University and influencing national EDI agendas, and representing the University externally, demonstrating the University's values of *excellence, innovation, inclusion and trust*.
15. Any other duties as may reasonably be required, consistent with the grade of the post.

**Post Specification: Associate Director [Equality, Diversity and Inclusion]**

**Centre for Inclusion and Diversity**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Honours degree (or equivalent) in a relevant subject area OR honours degree in an unrelated subject with a higher degree and/or substantial professional experience</li> <li>• Substantial evidence of continuing professional development</li> </ul>	<ul style="list-style-type: none"> <li>• Membership of an appropriate professional body</li> <li>• A level of English equivalent to level C1 on the Common European Framework of Reference (CEFR).</li> </ul>
<b>Experience, Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of leading a high performing EDI Team within a complex organisational environment</li> <li>• Extensive experience of working as an EDI leader at a strategic/policy level, setting the strategic direction of an organisation’s EDI strategy and objectives, with a track record of effective delivery, progress and outcomes</li> <li>• Substantial experience of successfully delivering strategic change management initiatives that have demonstrable organisational impact.</li> <li>• Significant experience of developing and leading the implementation of EDI activities using effective, leading-edge methodologies demonstrated through a portfolio of previous successful interventions.</li> <li>• Knowledge, understanding and credibility to advise and influence senior leaders on sensitive and complex EDI issues.</li> <li>• Proven ability to influence and collaborate with colleagues not under the post holder’s direct management to achieve a desired result.</li> <li>• Ability to collate data from a variety of sources and use this information to develop strategies to address identified inequality and promote inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>• Substantial knowledge of the issues and context within which UK and global HE operates</li> <li>• Experience of working at Board level or with Board level personnel in a complex organisation</li> <li>• Experience managing student, staff and/or volunteers</li> </ul>

	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Effective project management/organisational skills and a demonstrable ability to provide data-driven evaluation of and reporting on the effectiveness of EDI projects and the application of lessons learned.</li> <li>• Outstanding communication and presentational skills with the ability to communicate effectively with a variety of audiences using a range of channels.</li> <li>• A demonstrable record of writing high quality content for different audiences, including senior leaders, staff and external stakeholders.</li> <li>• Proven ability to engage a wide EDI community, internally and externally, to deliver sustainable cultural change to build and maintain productive relationships and networks for change.</li> </ul>	
<b>Job Specific Requirements</b>	<ul style="list-style-type: none"> <li>• In depth understanding of the opportunities and challenges across the HE landscape, and the importance to universities of embedded EDI</li> <li>• Track record of development, submission and achievement/renewal of equality charter mark applications, including Athena Swan, Race Equality, and Stonewall Charters.</li> <li>• A thorough knowledge of the Equality Act 2010 and its practical implementation in a public sector context.</li> <li>• Proven ability to deliver training on diversity issues to diverse audiences, including senior executives, governors, highly qualified staff and students.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to contribute to/experience of developing business/community collaborations</li> </ul>

**Personal Attributes**

- Commitment to cultural transformation through EDI and empowering staff and students to engage with and drive organisational change.
- Inspirational leader with excellent people management skills, with the proven ability to motivate colleagues and manage performance, demonstrating openness, integrity and honesty.
- A strong networker with the personal credibility and the ability to gain confidence and trust of people at all levels internally and externally to the institution.
- An ability to critique and challenge the status quo sensitively and constructively.
- A strategic, innovative thinker with the ability to interpret complex data, and identify and communicate creative solutions effectively at all levels
- Excellent interpersonal skills with a high degree of cultural sensitivity and political astuteness, with the ability to build productive relationships with diverse communities.
- Flexible and able to respond positively and manage conflicting and changing demands and priorities with a willingness to take a hands-on-approach where necessary
- Ability to effectively manage budgets and resources
- Strongly self-motivated and personally resilient with the capacity for personal reflection upon own performance and contribution

## How to apply

Should you wish to discuss the role in strict confidence, please contact our advising consultants at Anderson Quigley:

Kiersten Avery on +44 (0)7510 384 735 or [kiersten@andersonquigley.com](mailto:kiersten@andersonquigley.com)  
Elyse Turner-Pearce on +44 (0)7808 648 559 or [elyse@andersonquigley.com](mailto:elyse@andersonquigley.com)

The closing date for applications is **noon Tuesday 8th November 2022.**

Applications should consist of:

- A full CV
- A covering letter (maximum of 2 pages) setting out your interest in the role and details of how you match the knowledge and qualifications criteria of the person specification.
- Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates.
- Please complete the following online [Equal Opportunities Monitoring Form](#).

Completed applications should be uploaded at [www.andersonquigley.com/candidates](http://www.andersonquigley.com/candidates) with the reference number **AQ1583**.

