



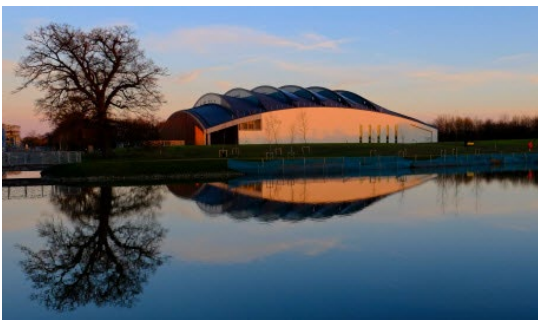
UNIVERSITY OF
CAMBRIDGE

ED&I Consultant

Human Resources Division

Closing Date: 26th January 2025

Job Reference: AH44564



ED&I Consultant

Salary:

£41,421 - £55,295

Contract:

Permanent

Location:

Cambridge

Department:

HR Division

Responsible to:

Head of ED&I

Working Pattern:

Full Time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

Purpose of the role

ED&I Consultants are responsible for providing advice and undertaking specific tasks to support the team's objectives. This includes leading on specific protected characteristics or policy areas to ensure comprehensive coverage of all aspects related to the implementation of the University's Equal Opportunities policy, Equality Objectives, and compliance with the Equality Act 2010 legislation on protected characteristics.

ED&I Consultants assist the Head of ED&I and University leadership in delivering the University's ED&I strategy through change and project management, ensuring ED&I is embedded across the institution.

Additionally, Consultants lead on specific projects to identify and evaluate external best practices, driving appropriate changes at the University to position Cambridge as a leader in ED&I within the higher education sector. This includes supporting the University's participation in various charters and national benchmarking schemes.

Key responsibilities

General: Policy, practice and procedural development in all areas of equality, diversity and inclusion.

- This will involve: keeping up to date with existing and new legislation and best practice in the areas, informing all interested parties in respect of

forthcoming change and its implications and assessing its impact on the University; drafting policy and reporting documentation to progress and implement actions required; working with relevant groups to finalise policy and guidance; following up with the appropriate committees to ensure approval of new policy; and publishing and publicising the policy/guidance once approved; to ensure that all statutory and policy implementation and reporting requirements are met.

- The role holder will research a wide range of specialist sources, other HE Institutions and data, peer practitioners, and from this material to develop policy, procedures, processes and guidance relevant to the particular needs and culture of a research-intensive University.
- The post holder will hold specific responsibilities in relation particular strands and/or projects and/or strategic development, as allocated within the ED&I team. The specialist areas the Team covers include Race Equality including the Race Equality Charter, Gender Equality including Athena SWAN, Disability including Disability Confident, LGBTQ+ Family/Carers, Religion/Belief.



Key responsibilities continued

Specific: To identify, analyse, review and present the information required for effective monitoring of ED&I objectives, actions, and activities, ensuring they are achieved within agreed timescales and delivery dates. This includes:

- Ensuring compliance and supporting or undertaking periodic equality impact assessments of relevant policies for all protected characteristic groups.
- Supporting the production of Equal Pay Reviews and actions instigated by the relevant Committees/Working Groups such as: the ED&I Committee, Gender Equality Steering Group, Athena SWAN and Race Equality Charter governance structures, Workplace Adjustments, ED&I Intersectional Delivery Group and other related internal bodies. The structures will change from time to time according to university priorities and strategy.
- Promoting, supporting and monitoring staff uptake of online and other ED&I related training and development.
- Benchmarking against other Higher Education Institutions and relevant national bodies/networks including Athena SWAN, Race Equality Charter, Disability Confident and recommending good or best practice actions as appropriate.

Specific: To support the delivery of ED&I strategy and initiatives

- Working with Schools, Faculties Departments and Institutions, third parties, Colleges, external institutions and bodies to develop, benchmark, collaborate with and evaluate best practice, to inform how best Cambridge can discharge its statutory responsibilities, build an inclusive culture and perform as an exemplar institution.
- Utilise contemporary knowledge of ED&I in supporting initiatives in areas of lead responsibility via project management /change management including to help operationalise and embed ED&I.
- Support ED&I Colleagues in the Team with delivering on their designated projects / lead areas of responsibility as required.
- From time to time supervise others in project roles.

- Serving as facilitator for consultation and engagement networks and initiatives, providing support and guidance as necessary;

Specific: Communication and training

- Developing and delivering briefings/workshops in collaboration with other partners and stakeholders.
- Draft reports and papers for University level committees for discussion and decision.
- Overseeing the content for related webpages and publications.
- Input to the design and sometimes delivery of relevant Staff Development and training sessions in the areas covered by the role; where relevant preparing an ED&I input to other training programmes or initiatives as required.

Person Specification

Criteria	Essential	Desirable
Experience		
Significant experience of delivering positive culture change	✓	
Up to date knowledge of relevant legislation (requires constant updating) and sector good or best practice	✓	
Creative thinking and the ability to turn legislation and policy into pragmatic and highly valuable best practice	✓	
Experience of working successfully in organisation of comparable complexity to the University		✓
Experience with helping translate equality initiatives and strategy into policies and workable procedures appropriate to the University's complex culture	✓	
Substantial experience in a previous appointment with relevant ED&I responsibilities		✓
Skills		
Change management	✓	
Project management	✓	
Capability to communicate with, build and maintain excellent working relationships with a diverse range of people at all levels both within and outside the University	✓	
Ability to develop and argue a case and prepare formal reports	✓	
Ability to analyse and present data effectively	✓	
Problem solving skills and resilience in reaching and implementing solutions		✓
Tactical thinking skills	✓	
Ability to plan workload proactively and prioritise changing needs	✓	
Political acumen and ability to understand sensitivities related to the ED&I agenda and devise ways to increase engagement in this challenging agenda	✓	
Ability to present ED&I issues and solutions to a diverse and independently minded community requiring tactical and diplomatic skills	✓	
Qualifications		
A degree or equivalent qualification or quantifiable experience	✓	
Additional Requirements		
As different groups have specific needs and particular sensitivities, the role-holder's work will require sensitivity maintain confidentiality were appropriate. The University expects the post holder will: <ul style="list-style-type: none"> Treat all members of the University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times. Behave professionally to, and expect professional behaviour from others in the University community (including all staff, partners, students and visitors). Take care of their own health and safety, not compromise the health and safety of others, and comply with University and departmental safety requirements. 	✓	

Human Resources Division

The Human Resources (HR) Division supports the University to deliver its goals of excellence in education, learning and research via the recruitment, retention, reward, recognition and development activities of our staff.

Together with HR colleagues embedded in Departments, the staff of the Division form a University-wide HR community dedicated to ensuring that the University continues to maintain and enhance its reputation as a leading employer. Our people are the University's greatest asset and the Division is committed to attracting and developing talented individuals, working as a cohesive whole to ensure all staff are supported at all times during their careers at the University.

At the heart of the Division is the HR Business Partnering team, which pro-actively supports managers and senior leaders across all the University's academic and non-academic departments in achieving their people-related strategic goals.

Alongside the HR policies, procedures and guidelines in place throughout the full lifecycle of employment, the Division offers a wide range of HR services to staff, with teams providing specialist support, guidance and administration for a wide range of functions, including but not limited to:

- Equality, Diversity and Inclusion
- Organisational Development
- Learning and Development
- Resourcing
- Reward
- HR Policy
- HR Shared Services and Analytics
- Postdoc Academy and Research Culture
- Childcare

In addition, the Division manages a diverse programme of strategic projects and initiatives, which may be short or long term in nature, but are usually complex, involve a broad range of topics, and make a significant impact at University and/or Department level.



Terms of Appointment

Tenure and probation

Appointments will be made on a permanent basis. Appointments will be subject to satisfactory completion of a nine month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 37 hours per week, working Monday – Friday. We welcome applications from individuals who wish to be considered for part-time working or other flexible working arrangements.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit: www.pensions.admin.cam.ac.uk

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before

you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References

Offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks

This role requires a basic disclosure and security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of these checks; whether an outcome is satisfactory will be determined by the University.

Equality and Diversity

The University of Cambridge is dedicated to tackling underrepresentation. We encourage applications from women who are

underrepresented in senior roles, and from individuals who identify as Black, where the gap is greatest, especially within these types of roles.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

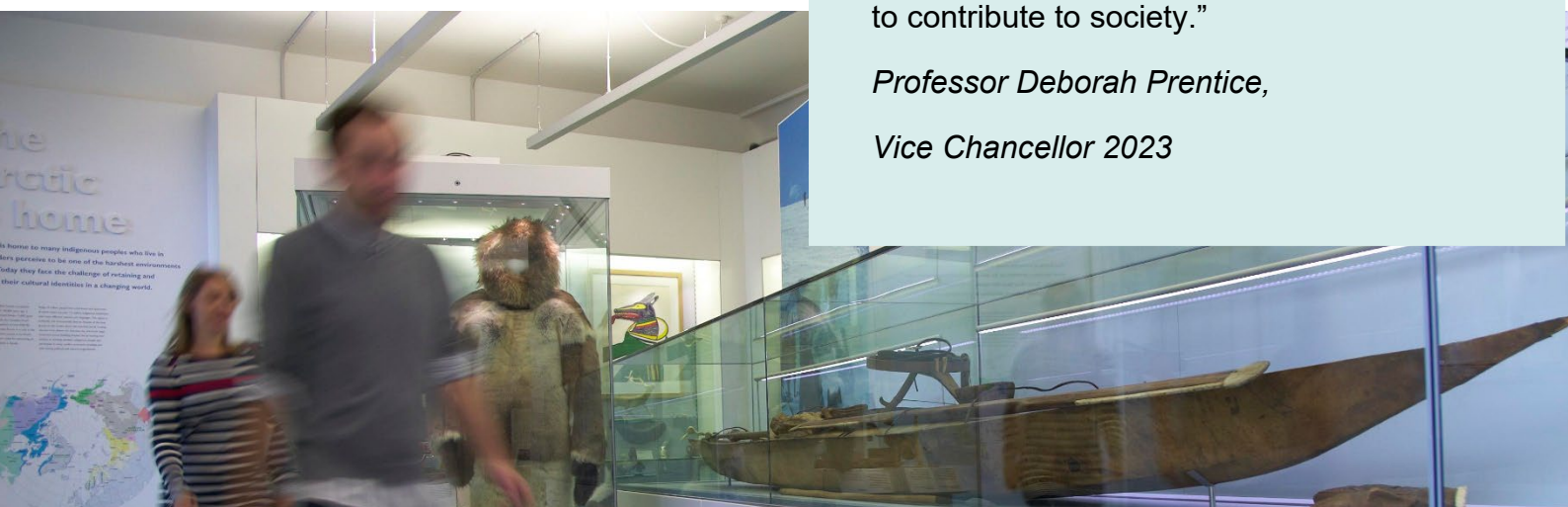
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,
Vice Chancellor 2023*



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

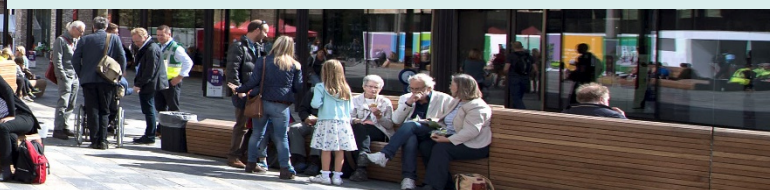
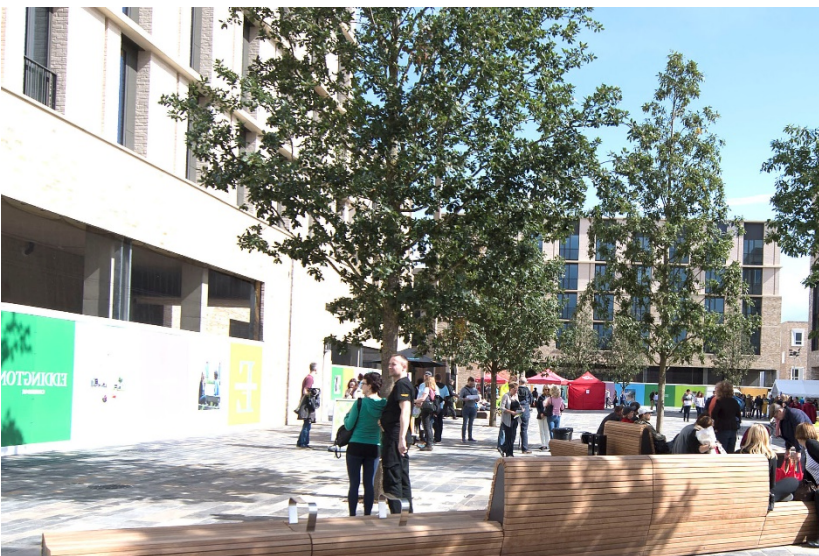
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit

<https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to: Ndunge Kivuitu,
Head of ED&I

Email: Ndunge.Kivuitu@admin.cam.ac.uk

If you have any queries regarding the application process, please contact:

hrdivisionaladmin@admin.cam.ac.uk

The closing date for applications is: 26th January 2025

The interview date for the role is: 5th February 2025 (subject to change)

