

**JOB DESCRIPTION**

**Job Title:** EDI Administrator

**School/Department:** Office for Institutional Equity

**Salary:** Band D

**FTE:** Full-time

**Campus:** All campuses (mainly Docklands campus)

**Responsible to:** Academic Director Inclusive Practices, OIE

**Never Not Moving Forward**

Build your career, follow your passion, be inspired by our environment of success.

#BeTheChange

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and forward-thinking vision is making a positive and significant impact to the communities we serve, inspiring both our staff and students to reach their full potential.

Born in 1898 to serve the skills needs of the 2nd industrial revolution, the University of East London has commenced Year 5 of its transformational 10-year Vision 2028 strategic plan led by our Vice-Chancellor & President, Professor Amanda Broderick, to advance Industry 4.0 careers-1st education. We have a clear route-map to provide a springboard for the jobs and opportunities of the future; drive diversity in the 4.0 talent pipeline - working in partnership to promote talent wherever it is found; and to create an inclusive and sustainable, green future.

We are looking for forward-thinking, innovative, curious, high-energy, self-aware people who are passionate about making a positive difference and who will thrive in an inclusive and diverse University community who are never not moving forwards.

As one of the most socially inclusive and international Universities and comprising one of the most diverse staff populations in the UK (50% of our professoriate identify from black or minority ethnic backgrounds), we are hugely proud of our track record in reducing inequalities (ranked 1st in the UK & 2nd globally, Times Higher Education Global Impact Rankings, 2020) and our commitment to equality, diversity and inclusion is at the heart of Vision 2028.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. With Athena Swan Awards and being one of a small number of Universities to have achieved the Race Equality Charter Award, we continue on our journey to address and reduce barriers to opportunity.

So, if you are looking to build your career in a dynamic, inclusive and performance-focused team and are inspired by our environment and drive for success, we want you to apply to join the University of East London. We are looking for inspirational individuals who have a passion to make a positive difference to people and planet, creating a more sustainable future for everyone.

**THE DEPARTMENT:**

The Office for Institutional Equity (OIE) is the first department of its kind in the UK. It has specific responsibility for addressing inequalities within the institution by crafting balanced cultural changes that will positively impact the University community. Our vision is that UEL is known as one of the UK’s most inclusive universities and delivers sector-leading outcomes because of its inclusiveness. We will advance an inclusive, equitable, respectful, and anti-racist environment for staff, students, and stakeholders. We will also support the delivery of UEL’s legal obligations, under the Public Sector Equality Duty, with the elimination of discrimination, the advancement of equality of opportunity and encouraging of good relations across UEL’s diverse communities.

**JOB PURPOSE:**

To work under the direction of the AD Inclusive Practices to provide administrative and project support to the OIE team and to support the coordination and facilitation of various projects and events within the team. To lead on specific EDI projects as appointed.

**MAIN DUTIES AND RESPONSIBILITIES:**

* Lead all aspects of the administrative management of the office, ensuring support is provided to all strands of the office and the various projects within the office.
* Provide other admin support for the OIE team.
* Coordinating note taking for OIE team meetings and EDI Committee Meeting
* Assist the design and delivery of learning events to advise staff and students (separately and together) about good practice developments occurring at UEL which improve inclusive learning and teaching practice.
* Collaborating closely with staff, students, and external clients on behalf of the OIE management team
* Plan, coordinate and maintain electronic diaries and meetings management systems.
* Support the administration and delivery of events.
* Contribute to the delivery of OIE’s communications and engagement plan to identify key student & staff engagement messages, outline key methods for message transmission through different channels.
* Facilitate and issue meeting invites for various meetings, task & finish working and network groups.
* Play an active role in the development and maintenance of efficient and effective administrative systems.
* Process financial transactions through UEL’s payment and invoicing systems
* Act as office manager ensuring the smooth running of the department.
* Participate in skills development and supervision sessions directly related to the completion of main duties and responsibilities.
* Collaborate with OIE team and management on project development, timelines, and results.
* Manage office budget and keep record of office expenses to report spendings at the end of the financial year as well as ensure spend is within budget.
* Undertake any other duties that are commensurate with the post.

**PERSON SPECIFICATION**

**EDUCATION/QUALIFICATIONS**

Essential criteria:

* Educated to A level standard or equivalent qualification (A/C)

Desirable criteria:

* Degree (A/C)

**COMMUNICATION**

Essential criteria:

* Good verbal and written communication skills, with the ability to receive, understand and convey information that needs accurate and careful explanation or interpretation in a clear and concise manner (I)
* Ability to exercise discretion in dealing with confidential or critical matters (A/I)
* Ability to engage with other staff at varying levels and external partners to articulate the office’s current and future projects and strategies (I)

**TEAMWORK & MOTIVATION**

Essential criteria:

* Self-motivated, able to show curiosity about working with the team and have oversight knowledge of all projects, activities, campaigns and events being run to ensure vital information is shared with the wider institution audience (A/I)
* Experience of participating in a team, co-operating and chipping in when required (A/I)
* Willing to go above and beyond for the team in ensuring projects and events are delivered to high standards (I)

**LIAISON AND NETWORKING**

Essential criteria:

* Liaise with colleagues in the Internal and External Comms Department as well as School Business Managers to disseminate comms plans on behalf of the OIE (I)
* Support with coordinating and arranging OIE events by collaborating closely, networking and forming relationship with external venues, agencies for relevant speakers and also UEL’s Events team (I)

**KNOWLEDGE AND EXPERIENCE**

Essential criteria:

* Experience of supporting management staff in an administrative role (A/I)
* General knowledge of procurement procedures and financial planning (A/I)
* Experience of events management (A/I)
* Curiosity about equity and inclusion in education, and effective strategies and practices in that context (A/I)
* Ability (with support) to lead small group discussions and give presentations (I)
* Capacity to be reflective on own experience, and to encourage the same in others (I)
* Social media proficiency (specifically use of different platforms, awareness of trends and how to generate engagement) (I)

**PLANNING & ORGANISING**

Essential criteria:

* Ability to prioritise and manage own time optimally, coping with peaks and troughs of workload and working positively and flexibly under pressure whilst maintaining high standards (A/I)
* Some project management ability to conceptualise and plan through an event or campaign lifecycle (I)

**OTHER ESSENTIAL CRITERIA:**

* Dedication to and understanding of equality, diversity and inclusion issues within a diverse and multicultural environment (I)

We will ensure that individuals with disabilities are provided reasonable accommodation to participate in the job application or interview process, to perform crucial job functions, and to receive other benefits and privileges of employment. Please contact us to request accommodation.

Criteria tested by Key:

A = Application form

C = Certification

I = Interview

T = Test

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