Job description and selection criteria

Job title	Equality, Diversity and Inclusion (EDI) Officer
Division	Mathematical, Physical, and Life Sciences
Department	Computer Science
Location	Wolfson Building, Parks Road, Oxford
Grade and salary	Grade 7: £38,674 - £46,913 per annum pro-rata with a discretionary range up to £51,059 p.a. for exceptional candidates (this includes Oxford University weighting)
Hours	Part time: 0.6 – 0.8 FTE (flexible working options considered)
Contract type	Permanent contract
Reporting to	HR Manager with a dotted line to the Director for Academic Environment (Academic lead for EDI)
Vacancy reference	177929

The role

EDI strategy, projects and activities, including implementation and evaluation of the department's Athena Swan Bronze Award action plan for advancing gender equality, with a view to being able to apply for a Silver Athena Swan Award at the end of the current award period in March 2029. Other topic areas will include improving diversity and inclusion in relation to the protected characteristics under the Equality Act 2010, and socio-economic diversity.

The post-holder will work closely with HR and the department's Director for Academic Environment (EDI academic lead), as well as the EDI Committee and professional services teams across the department. Their work will be informed through analysis of the Staff Experience Survey (SES) and other relevant EDI data, and in consultation with a range of stakeholders including students and staff. They will also liaise with EDI practitioners in the Mathematical, Physical and Life Sciences Division and wider university, sharing best practice.

The post-holder will also act as named EDI advisor for some externally funded research projects.

Strong organisational, planning, and communication skills are essential, together with experience of gathering and analysing data, and a flexible approach for responding to evolving and emerging EDI priorities.

Flexible working

This role is offered with part-time hours (22.5 hrs - 30 hrs per week). This role requires a minimum of 1 -2 days per week on-site, with flexible arrangements possible based on work requirements, such as in-person meeting attendance, and project timelines.

Your role will involve:

EDI & Athena Swan (AS)

- Provide subject level expert support, advice, and guidance to staff on EDI, acting as the point of contact for EDI queries and EDI-related projects

- Encourage best practice in EDI throughout the department, including through writing and presenting papers, reports, and proposals for the department's EDI Committee and other committees as required (e.g. on the outcomes of surveys and action plan proposals), and reviewing and drafting relevant documents, action plans, and processes

- Actively participate in the department's EDI Committee, supporting the Committee Chair, acting as secretary to the committee, and identifying priority goals and actions relating to EDI issues. Report on progress against the action plans for AS and the SES and follow up on actions

- Maintain an up-to-date knowledge of the latest EDI legislation, research, and practice, including through networking with EDI practitioners within the university and in other institutions to share best practice and identify opportunities for collaboration

- Act as the Athena Swan specialist for the department, keeping up to date with changes to the scheme, advising and guiding the EDI Committee and any working groups, and managing, monitoring and evaluating progress and updating the action plan as necessary

- Act as a point of contact and provide training to staff and students on EDI topics, signposting staff and students to existing resources, or developing bespoke resources where needed

- In liaison with the communications team, create and maintain up to date and relevant content on EDI for internal and external departmental communications, including on the department's website and intranet

Project management, data gathering and analysis

- Project manage and deliver a range of EDI-related projects and activities, including the department's AS submission and ongoing implementation and evaluation of the department's action plans (this includes drafting the AS submission, the SES action plan, writing progress updates, and developing procedures for action plan progress monitoring and documentation)
- Make applications for University funding for EDI projects where applicable
- Take the lead in designing and delivering new initiatives designed to promote equality and diversity in the Department, such as the promotion of mentoring schemes and networks, social events to promote inclusive culture, and other EDI related projects, devising ways of assessing the impact of these initiatives.
- Identify and gather relevant EDI data, including negotiating access to university and national databases to obtain relevant quantitative data such as benchmarking data, and planning and conducting focus groups and other forms of consultation to gather qualitative data. Investigate and propose different methods of data collection

and consultation as needed to ensure buy-in for relevant initiatives relating to EDI strategies and ensure that all EDI-related data collection, usage, storage, and destruction is compliant with GDPR and other legislation and university policies

- Analyse quantitative and qualitative EDI data (such as the department's biennial Staff Experience Survey results) including critically reviewing data quality, and report and present on findings in a way that is suitable to a range of stakeholders, including through the use of visual charts; advise the EDI Committee and other relevant groups of the significance of the data and findings

- Identify and recommend to the EDI Committee and other relevant groups evidence-based, feasible actions and initiatives that could be undertaken to improve EDI within the department through the development of an inclusive workplace culture and increasing the diversity of the staff and student body, informed by data and best practice

Other duties

- Oversee the work of the Research Community Coordinator (research staff representative), providing guidance and supporting the planning and delivery of research community and research staff development activities as needed

- Undertake any necessary training identified and continuing professional development in order to stay up-to-date professionally including annual Information Governance training.

- Any other duties that may be required from time to time commensurate with the grade of the job.

Selection criteria
Essential

1. CIPD Level 5 or an equivalent qualification or experience

2. Demonstrable significant experience of working in a staff development of equality and diversity related role with associated level of knowledge of issues pertaining to equality and diversity

3. Self-motivated with the ability to work independently and flexibly to deliver project goals within deadlines set by the department

4. Demonstrable organisation and planning skills to manage working time and meet deadlines

5. Strong interpersonal skills with a collaborative working approach to relationships with a wide range of staff within the department and wider university

6. Strong oral and written communication skills with the ability to make clear and informative visual presentations and write concise and clear communications

7. Excellent IT skills for report writing and presentations, preparation of spreadsheets, website development and interrogating and analysing databases

8. Experience of working independently to analyse complex data, determine appropriate solutions and see them through to implementation

Desirable

1. A relevant postgraduate level qualification, such as CIPD Level 7 or equivalent experience

2. Experience of working in the higher education sector or a research environment

Pre-employment screening
Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Department of Computer Science

The Department of Computer Science is consistently recognised as the internationally leading centre of research and teaching across a broad spectrum of computer science, ranging from foundational discoveries to interdisciplinary work with significant real-world impact.

We are proud of our history as one of the longest-established computer science departments in the country, as we continue to provide first-rate undergraduate and postgraduate teaching to some of the world's brightest minds. We enjoy close links with other University departments and Oxford research groups and institutes.

Our greatest asset is our people. We consistently attract the best staff and students and, thanks to them, we have been ranked as the world's leading university for computer sciences for seven years in a row by the *Times Higher Education*.

Find out more information on our website http://www.cs.ox.ac.uk/

The Department of Computer Science holds a bronze Athena Swan award to recognise advancement of gender equality: representation, progression and success for all.

Mathematical, Physical, and Life Sciences Division (MPLS)

The Mathematical, Physical, and Life Sciences (MPLS) Division is one of the four academic divisions of the University. Oxford is widely recognised as one of the world's leading science universities and the MPLS Division is home to our non-medical sciences, with 9 academic departments that span the full spectrum of the mathematical, computational, physical, engineering and life sciences, and undertake both fundamental research and cutting-edge applied work.

For more information about the MPLS division, please visit: www.mpls.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at:
https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly hr@cs.ox.ac.uk.

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more https://staff.admin.ox.ac.uk/health-assured-eap

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see https://hr.web.ox.ac.uk/family-leave). Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery

places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://childcare.admin.ox.ac.uk/.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society