

University of Edinburgh
Job Description Template

1. Job Details

Job title: **Dean of Diversity and Inclusion**

School/Support Department: **College of Science and Engineering**

Line manager: **Head of College**

2. Job Purpose

To evangelise on the importance of diversity and inclusion to the College, and to lead the development of strategy and policy for promoting diversity and inclusion across the College.

3. Main Responsibilities

	Approx. % of time
1. Develop and implement strategy for promoting diversity and inclusion within the College, for academic and professional services staff and for students.	40
2. Chair the College's Equality and Diversity Committee, oversee the College's governance in this area, and advise the Head of College and College Registrar on equality and diversity matters.	20
3. Represent the College in University-level committees and working groups	20
4. To be a member of the College's senior management team, and the College Strategy and Management Committee, and so to contribute to the strategic management of the College.	20
5. Represent the Head of College as required (both internally and externally).	Occasional

4. Planning and Organising

- Planning the development and implementation of strategy in relevant areas.
- Monitoring the implementation of strategy in the Schools of the College.

5. Problem Solving

- Negotiating with Heads of Schools in connection with the implementation of strategy and policy.
- Negotiating with functional Vice-Principals and other senior University managers to effectively represent the interests of the College.

6. Decision Making

- Decides on strategies and their implementation, after consultation with (depending on the issue) the College Equality and Diversity Committee, the College Strategy and Management Committee or other members of the College senior management team.

7. Key Contacts/Relationships

- Head of College (line manager)

- Other Deans and the College Registrar (including in relation to their responsibilities for career development for research and professional services staff))
- Heads of School (high-level academic strategy, and its implications for equality and diversity)
- Other senior colleagues in Schools with specific responsibility for equality and diversity.
- Relevant College Office professional staff, particularly the Head of HR.
- Relevant Vice-Principals and senior colleagues with equivalent responsibilities in the other colleges for University-wide or cross-College issues
- Senior staff in University HR Services.
- Senior staff in external bodies.

8. Knowledge, Skills and Experience Needed for the Job

- Highly experienced academic with a strong track record in academic leadership.
- Ability to influence colleagues at all levels.
- Ability to promote and manage change.
- Ability to work effectively with colleagues at all levels including skills in effective delegation, time management, and team working.

9. Dimensions

- The College has seven Schools with 1350 academic and 750 professional services staff. 1340 staff are male and 760 female. 72% of academic staff are male and 28% female. 81% of academic staff and 83% of support staff are from a white background. Support staff are 48% male/52% female. The College has 7850 students, of which 1880 are international.

10. Job Context and any other relevant information

The job is combined with a senior academic role such with approximately 10% of time devoted to the Dean role.

July 2017