

Race Equality Manager

Department:	Executive Office
Grade/ Salary:	Grade 8, £46,253-£53,013 (inc London Weighting)
Contract Type:	Fixed term for 24 months, effective from 1 May 2021
Hours:	Full time
Location:	New Cross, London

Closing date for applications: **Friday 19 March 2021**

Interviews: **Friday 16 April 2021**

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Together
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Job description

Reporting to: Pro Warden Academic

The Role

This fixed term role is being created to develop and coordinate Goldsmiths' approach to, and activities in relation to proactively addressing race equality and preventing racism within our community.

The work of the role holder will involve running an institution wide consultation of BAME staff and students to understand current experiences, issues and areas of concern, reviewing what mechanisms are currently in place to address structural racism at Goldsmiths, identify any gaps in practice, and develop a race justice strategy with associated delivery plan for Goldsmiths. The work will ensure that long term strategies are put in place to create an environment and culture where true race equality exists.

The role holder will be required to work effectively with stakeholders across the whole institution to ensure that effective processes, pedagogical approaches, curriculum content, reporting mechanisms, and support structures are in place and fit-for-purpose, and that awareness raising events and learning and development opportunities are available to underpin these as necessary for staff and students.

The role holder is expected to drive the review and strategy development, shaping the approach, implementation and monitoring the success of the work. They will be supported by a Programme Board, which will provide strategic oversight and senior-level engagement with the progress of the work.

The role-holder will sit within the Executive Office but work alongside colleagues from across Goldsmiths who manage many different projects and change initiatives.

Main duties:

- Conduct a survey of Black, Asian and minority ethnic staff to develop a better understanding of experiences, problems and issues that need to be addressed. This will build on information already provided by staff and student bodies to date
- Develop a short-term Race Justice Strategy and delivery plan to cover the period of 24 months that responds to the issues identified in the Audit, and a longer-term Race Equality Strategy to launch in 2022. The strategy will focus on, but not necessarily be limited to, curriculum, pedagogy, staff and student training / support, degree outcomes, retention, graduate outcomes, as well as career progression and leadership
- Working with relevant colleagues, plan an approach for undertaking a full review of current processes, procedures and practice with regard to the reporting and handling of cases of racism discrimination by both students and staff
- Working with relevant colleagues, plan the review of current policies, processes, practices and working and learning cultures, and identify areas of improvement
- Liaise closely and regularly with relevant stakeholders across the institution in order to gather a broad range of opinions and experience to inform the review
- Develop a plan for implementing the suggested recommendations and support their implantation where appropriate including through awareness-raising activities, and the implementation of long-term strategies to create an environment and culture where race inequalities do not exist
- Throughout, and working with relevant colleagues engage in the development of a full communications plan to create greater understanding of race inequalities and engage Goldsmiths' wider community with any changes implemented

- Contribute to, collaborate with, and learn from sector-leading work related to race justice in higher education, and other sectors, bringing best practice into Goldsmiths' review
- Lead or contribute to funding bids to support initiatives to improve the experience of black, Asian and minority ethnic stakeholders at Goldsmiths
- Report regularly to the Race Justice Strategic and Operational Boards on progress, taking account of its feedback and guidance as appropriate

Other

- In addition, you will be required to undertake any other duties as may reasonably be required;
- At all times to carry out your responsibilities with due regard to Goldsmiths' policies, including its policy on Discrimination, Bullying and Harassment for Staff
- Work proactively and collaboratively to advance equality and celebrate diversity as underpinned by Goldsmiths' Equality and Diversity Strategy
- At all times to help maintain a safe working environment by attending training as necessary and following the College's Health and Safety Codes of Practice and Policy.

Person Specification

Detailed below are the types of experience, skills and knowledge which are required of the post holder. Selection will be made upon evidence of best-fit with this criteria.

The Essential criteria sections show the minimum essential requirements for the post, therefore if you cannot demonstrate in your application you meet the essential criteria categorised below, you will not be invited to interview.

The Category column indicates the method of assessment:

A = Application form **C = Certificate**
I = Interview **R = Reference**
T = Test / P = Presentation

	Essential	Desirable	Category
Qualifications			
Qualified to degree level or equivalent	✓		A, C
Qualified to postgraduate degree level or equivalent		✓	A, C
Relevant qualifications in the area of equality and diversity		✓	A, C
Experience			
Significant experience working in the broad arena of race equality and diversity	✓		A, I, R
Proven experience of leading policy and process reviews and developing new policies and processes appropriate to an organisational context.	✓		A, I, R
Experience of facilitating/delivering awareness-raising events and learning and development opportunities, including on anti-racism and race equality	✓		A, I, R
Experience of implementing time-bound change and improvement projects	✓		A, I, R
Knowledge			
Knowledge of best practice and innovation with regard to tackling racism and other forms of discrimination	✓		A, I, P

Understanding of the legal context and framework that UK Higher Education institutions are operating in	✓		A, I
Understanding of current issues regarding race equality being tackled by the UK Higher Education sector		✓	A, I, P
Skills			
High level of communication and inter-personal skills with an ability to develop relationships with stakeholders at all levels	✓		A, I, P
Strong influencing skills with an ability to inform and shape the opinion of different stakeholders including senior colleagues	✓		A, I, P
Ability to think strategically whilst taking a pragmatic approach to identifying and implementing practical solutions	✓		A, I, P
Capability to work with sensitivity and confidentiality	✓		A, I, R
Ability to plan and manage own workload to deliver against deadlines	✓		A, I
Proven project management skills		✓	A, I
Additional Attributes			
Pro-active, tenacious and self-motivated	✓		A, I
Open, approachable, and responsive	✓		A, I
Flexible approach to carrying out duties working as necessary to meet deadlines	✓		A, I, R
A focused, action-orientated approach to work	✓		A, I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

February 2021