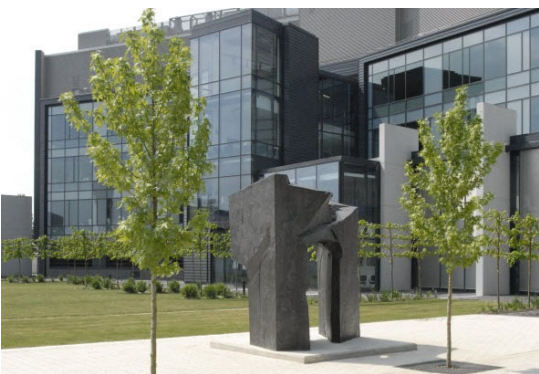
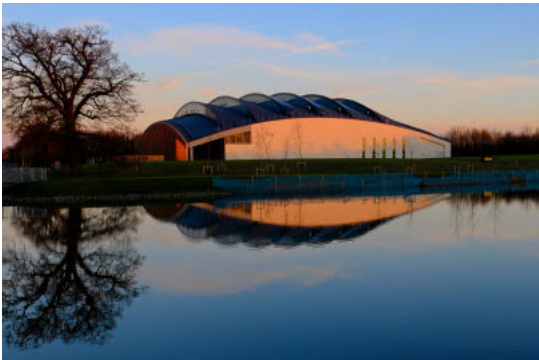


Equality Charters Project Manager (internal applicants only)

Human Resources Division

Closing date: 22nd May 2024

Vacancy reference: AH36909



Equality Charters Project Manager

Role purpose

The HR Division deals with people management for the University's 12,500+ staff employed. Its main responsibility is ensuring the University meets its social and legal responsibilities towards its employees with regard to terms and conditions of employment, quality of working life, the promotion of a healthy and safe working environment and systems of work, and equal opportunities for all. Equality, diversity and inclusion (ED&I) features significantly in the University's People Strategy, which alongside other institutional strategies provides a framework for a holistic approach to ED&I in the University.

The ED&I Team support the Head of ED&I and University leadership (working with ED&I and other professionals) with delivering the University ED&I strategy via change and project management to embed ED&I within the institution. The aims of the team are to support ED&I in the University in relation to staff and, where applicable, students in conjunction with Education Services. The ED&I Team works collaboratively with Schools, Faculties, Departments and Colleges on institutional and local policies, objectives, priorities and projects.

Reporting to the Head of ED&I, the team comprises 8 members of staff, 3 of which are ED&I Consultants who share generic responsibilities. The Consultants also have areas of specialism and lead responsibilities in relation to particular strands of ED&I: objectives, projects, strategic development and /or taking a lead on specific protected characteristics or policy areas. The

team also includes an ED&I Data Analyst who gathers University-wide staff data to inform institutional EDI objectives and projects. The Team ensures the implementation of the University's Equal Opportunities policy, Equality Objectives, Combined Equality Scheme and compliance with 2010 Equality Act legislation on protected characteristics. This includes support for Race Equality, Gender Equality, Disability Equality, Sexual Orientation, Gender Reassignment, LGBTQ+, Family/ Carers and Religion/Faith.

One additional temporary post (an Equality Charters Project Manager) is being recruited to support the University with its renewal applications for its Bronze Race Equality Charter Award and Silver Athena SWAN Award. The Equality Charters Project Manager, Consultants, and Data Analyst will work together to support projects, identify and evaluate external best practice to introduce appropriate changes, embed ED&I in the University, and enable the University of Cambridge to become a leader in ED&I within the Higher Educational sector.



Equality Charters Project Manager

Salary:

£33,966 to £44,263

Contract:

Available until 28th February 2026.

Location:

Central Cambridge

Department:

Human Resources
Division

Responsible to:

Head of ED&I

Working pattern:

One Full Time position



Key responsibilities

Project delivery on application submission:

- * Take the lead in drafting the Institutional reapplication for Athena SWAN and Race Equality awards. This will involve being fully up to date with all aspects of revised Advanced HE's guidance and requirements on Athena SWAN and Race Equality applications and best practice as well as relevant gender and race equality HEI sector best practice and related external guidance and practice
- * Manage the self-assessment process by overseeing the culture survey and data analysis required to inform the applications.

Action Planning:

- * Devise the institutional action plans addressing the issues identified in data analysis, focus groups and surveys by negotiating with colleagues and key stakeholders at all levels within the University on the appropriate measures that can be taken to mitigate the risks identified and support the progression of gender and race equality.
- * This will involve writing reports to make the case for action and initiating initiatives to support the change required

Identify, analyze and present data:

- * Identify information required to support the institutional Athena SWAN and Race Equality applications. In addition provide data advice, in conjunction with the ED&I Data Analyst, to

departments and schools to support their local level Athena Swan applications and race equality initiatives .

- * This will include helping define objectives, actions, timescales and delivery dates.
- * Ensure meaningful benchmarking against other Higher Education Institutions and relevant national bodies/networks; recommending good or best practice actions as appropriate.

Support ED&I Strategy and initiatives:

- * Utilise contemporary knowledge of gender and Athena Swan or Race Equality best practice to advise ED&I and other colleagues with policy, practice and procedural development in all areas of equality, diversity and inclusion including on the development of HR Policy.

Communication and training:

- * Act as key Athena Swan contact with Advance HE and sector colleagues to keep up to date with emerging best practice
- * Convene and support the institutional Athena SWAN and Race Equality self-assessment team (SAT) and related sub-groups.
- * Manage consultation on the drafting of the application and action plan bringing together critical friends and stakeholders as necessary.
- * Work with the University External Affairs and Communications Office to develop a communication strategy for the submission and our commitment to our Athena SWAN and Race Equality objectives

Person specification

	Essential	Desirable
Education		
Educated to degree level, or equivalent qualification or quantifiable experience	✓	
Experience		
Experience of working successfully in organisation of comparable complexity to the University	✓	
Demonstrable experience of complex projects from inception to completion involving a number of stakeholders	✓	
Experience of taking responsibility for managing projects through the complete lifecycle and ensuring that overall goals are met		✓
Experience of developing and sharing methodology and finding opportunities for innovation	✓	
Experience of working with accreditation programmes or funding bids		✓
Knowledge of Athena SWAN, REC, and experience of working on equality and diversity issues in the Higher Education sector		✓
Skills		
Change and 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	✓	
In a short space of time, the ability to understand and apply application requirements and implement a plan leading to the successful completion of a project	✓	
Problem solving skills and resilience in reaching and implementing solutions	✓	
Tactical thinking skills		✓
Ability to plan workload proactively and prioritise changing needs	✓	
Negotiating and influencing skills, with ability to establish and maintain relationships and work collaboratively across various levels in the University	✓	
Excellent oral and written communication skills with ability to write concise and clear reports, including visual presentations, and to present data analysis to staff and students	✓	
Political acumen and ability to understand sensitivities related to the ED&I agenda, devise ways to increase engagement in this challenging agenda		✓

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.

A new overarching People Strategy is currently being developed. It will aim to ensure that the University is an employer of choice with a culture, policies and procedures that set high expectations, whilst providing a stimulating, inclusive and rewarding environment for its people and a competitive advantage to the institution.

Terms of appointment

Tenure and probation

Appointment is fixed term and available until the 28th February 2026, due to being a specific project of finite duration and is subject to satisfactory completion of a probationary period of 6 months.

Hours of Work and Working Pattern

One full time position; working Monday to Friday. Some occasional in person evening work may also be required.

The post holder will be required to work in a hybrid working arrangement, spending at least two days per week in the office.

We will consider applications from individuals who wish to be considered for 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 new 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 this check; whether an outcome is satisfactory will be determined by the University.

Equality and Diversity

We particularly encourage candidates from a Black, Asian and Minority Ethnic background to apply for this vacancy as they are currently under-represented at this level within our

University. [Positive action | Human Resources \(cam.ac.uk\)](http://www.admin.cam.ac.uk/offices/hr/staff/positiveaction/)

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 Divisional Administrator email: [Michelle Talbot@admin.cam.ac.uk](mailto:Michelle.Talbot@admin.cam.ac.uk)

The University

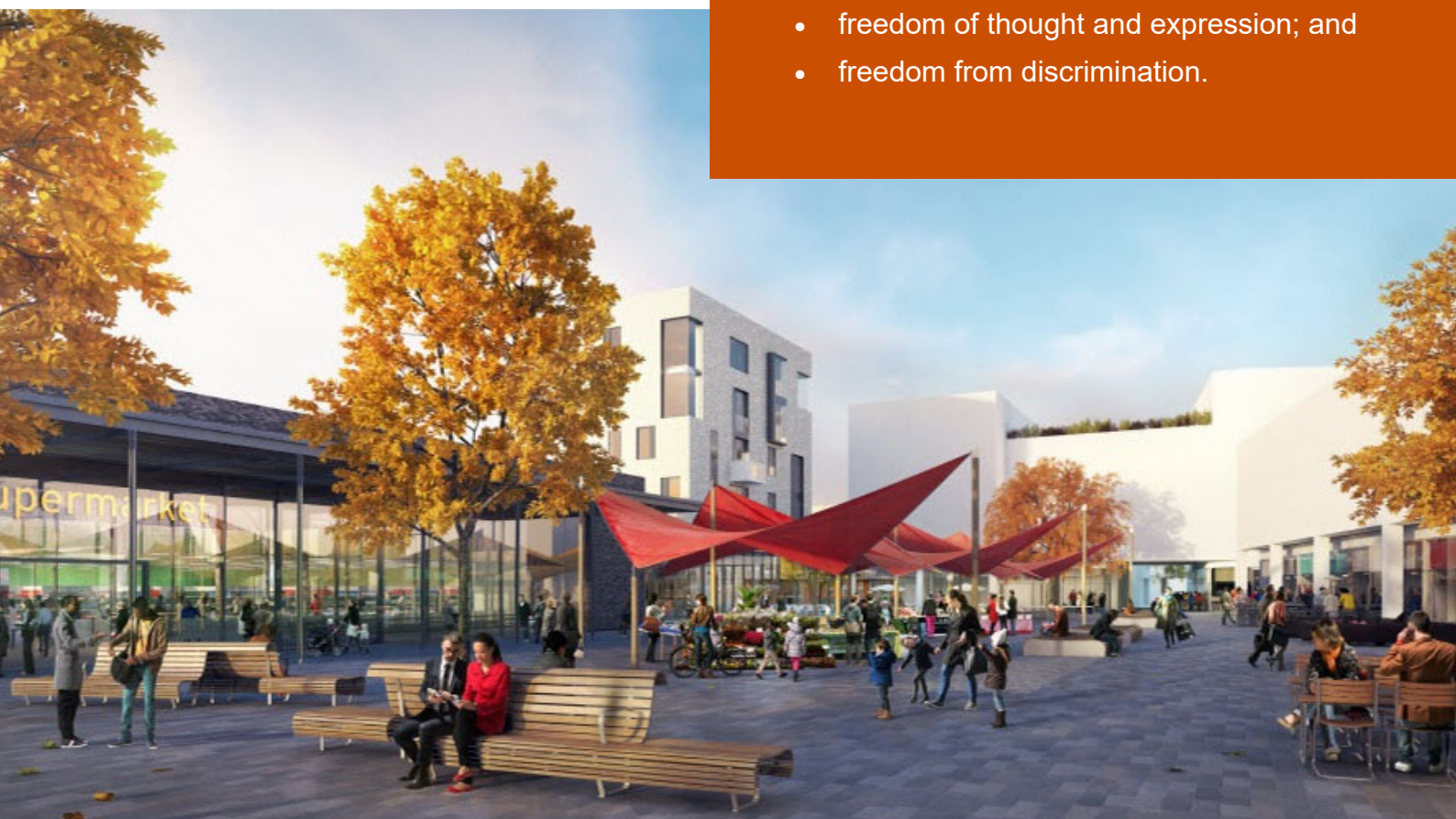
The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



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 students, provide student accommodation and deliver small group teaching.

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

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.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



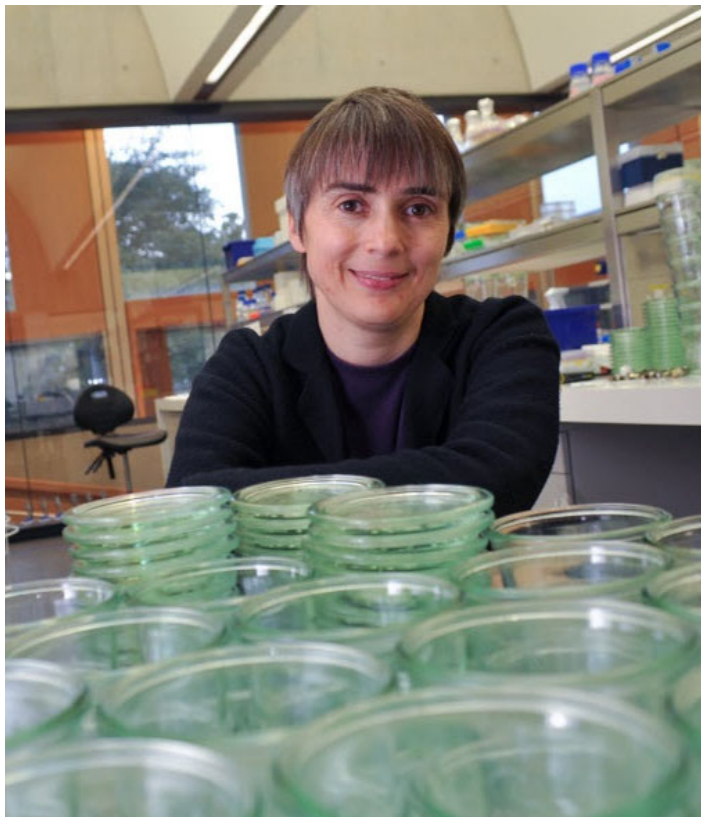
Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 16,000 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.

We offer 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.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our 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 we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

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 networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

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

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/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

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. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.



CAMBens employee benefits

We offer a CAMBens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses and a CAMBens Cycle to Work salary sacrifice scheme is also available, which enables employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University.



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 18 weeks full pay.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be 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 is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

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. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are 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. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. 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. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.



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. Applications should include a CV and covering letter.

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

The closing date for applications is: 22nd May 2024.

Interviews are planned for: 31 May 2024