



Leeds Trinity
University



Candidate Brief for the position of Director of the Office for Institutional Equity

July 2021

Welcome from the Vice-Chancellor

Dear Colleague,

Thank you for your interest in Leeds Trinity University and the position of Director of the Office for Institutional Equity.

We are in an exciting time at the University, as we develop our strategic plan for the 2021 academic year and beyond, with our focus on providing an excellent student learning experience. We are committed to delivering excellent student outcomes, achieved through a distinctive employability-focused educational offer, and we pride ourselves on being the University where our students are a name, not just a number.

As an institution, we also have ambitions to be renowned for research excellence with a focus on research and knowledge exchange engagement, and all colleagues will play a part in this. In this role, you will work with colleagues across the University to advance and strategically align an inclusive, equitable, respectful and anti-racist environment for all within the Leeds Trinity University community, including our franchise partners.

We are growing as an institution and this role will play an integral role in delivering the University's strategy, in particular supporting our ambitions for research excellence and driving forward applied research and knowledge exchange activity. We are also working towards achieving full Research Degree Awarding Powers (RDAP).

We are committed to providing an open and welcoming environment for all, whatever their background or belief, and in November 2020 we became the first university in Yorkshire to receive the Race Equality Charter Bronze Award. The Director of the Office for Institutional Equity will be proactive in supporting this inclusive culture of our organisation.



We look forward to receiving your application.

With best wishes,

A handwritten signature in black ink. The signature reads "Professor Charles Egbu" in a flowing, cursive script. The "P" in "Professor" and the "C" in "Charles" are particularly prominent.

Professor Charles Egbu
Vice-Chancellor

About Leeds Trinity University

A small university with a big reputation, Leeds Trinity University is renowned for teaching excellence and producing highly employable graduates.

We are the only university in the country to offer and embed compulsory professional work placements into every undergraduate degree programme, and work with thousands of businesses annually to offer students degree-relevant industry experience.

We're committed to delivering outstanding teaching led by research, scholarship and practice, which has earned us national acclaim for the quality of our teaching. Our teaching staff have extensive professional experience in their fields and many are active researchers, contributing to our increasing reputation for research excellence. We're also investing in the development of the next generation of researchers by developing our postgraduate research community.

We're committed to ensuring everyone in our community, whatever their faith, feels supported and valued. Leeds Trinity has always been characterised by this sense of community spirit, offering a truly personalised university experience that has enabled students to flourish for more than 50 years, with a focus on widening participation.

- Over 4,200 students study on our campus across our portfolio of undergraduate, postgraduate, foundation, work-based learning and apprenticeship degrees.
- We're the top university in Yorkshire for learning community (National Student Survey 2020), with our students receiving the personal support they need – in and out of the classroom – to achieve their full potential.
- 97% of our graduates are in employment or further study 15 months after graduating (Graduate Outcomes, Higher Education Statistics Agency (HESA), published 2020).





Vision, Mission and Values

Care for our students, our staff, our partners and the wider community lies at the heart of our culture and is the embodiment of our values in action.

Our Vision

We will be renowned for developing well-rounded and experienced graduates equipped to build fulfilling futures and as a leading university for student, staff, partner and community engagement.

Our Mission

Leeds Trinity University transforms lives by providing a unique and rich combination of academic, professional and personal development in an inclusive and nurturing university community.

The University is here to make a difference to the people, the professions and the places that we serve. We provide unique educational experiences that are focused on the individual and informed by our Catholic faith foundation.

We actively promote the principles of dignity, respect, social justice, equality and inclusion to support the social and economic health and wellbeing of every person in our University community.

Our Values

Our actions and behaviours are guided by our values of:

Care - we want everyone we work with to feel that we genuinely have their interests at heart and that they are constantly and consistently valued and supported by us.

Collaboration - we are driven by mutual respect, teamwork and effective partnerships.

Integrity - we are honest, open, ethical and fair. People trust us to adhere to our word.

Excellence - we aspire to be the best, to deliver to the highest standards and to continuously improve on our performance.

Inclusivity - everyone at Leeds Trinity University is valued, respected and encouraged to contribute, and everyone has the same rights, status and opportunities.

Student Experience

Leeds Trinity places students at the heart of all its activities. The student is viewed holistically and the “student experience” is taken to mean a student’s academic and non-academic life at the University. We constantly strive to improve the student experience, gathering invaluable feedback from the National Student Survey and internal survey mechanisms. Academic and support departments consider the survey data and make plans to further improve satisfaction in their areas. We also strive to ensure that we provide the opportunities for students to excel in their field of study and for this to be acknowledged through their attainment; which is designed to be both aspirational and realistic so that they truly fulfil their potential.

We are not a huge, faceless organisation. Consequently, we genuinely engage with students as individuals, not just as another face in the crowd. Students and staff are often surprised how quickly they get to know other members of the University. Everyone who comes here tells us this makes for a very supportive environment and, we think, the best possible student experience.

The History of the University

The origins of Leeds Trinity can be traced back to two Catholic teacher training colleges, Trinity College and All Saints College, founded by the Passionist Sisters and the Catholic Education Service in 1966. Their mission was to provide the best educational opportunities possible for the children of the poor and to actively support social justice – aspirations that Leeds Trinity still maintains. For more than 50 years, the institution has evolved and developed, achieving full university status in December 2012.



Work with us at Leeds Trinity University



Director of the Office for Institutional Equity

Hours of Work: Full-time (1.0fte)

Contract type: Permanent

Salary: The starting salary will be circa £70,000 per annum

We are seeking to appoint an exceptional leader for the newly created Office for Institutional Equity.

As a member of the University's Leadership Team and an attendee of University Executive Board, the position of Director of the OIE will be both a challenging and rewarding one.

With the ability to advocate and influence across the University, support and challenge institutional performance in closing attainment and employment gaps, the Director will lead a programme of training, engagement, accreditation, monitoring and integrated practice improvement. The Director will work collaboratively with the other departments/units to improve the quality of life for students, staff, and the community of Leeds Trinity University.

The ideal candidate will be a clear strategic thinker with strong influencing skills and an outstanding track record in leading and managing positive organisational change in a large, complex institution. They will have extensive experience managing, directing, and improving outcomes regarding equality, diversity & inclusion, with in-depth knowledge of related regulations and policies.

To apply for this post or for an informal discussion, please contact Mark Holleran at TalentEdu who have been exclusively retained for this post: m.holleran@talentedu.co.uk or telephone: +44 (0) 203 290 2907. Further information can be found at <https://talentedu.com/ltu/>

Closing date for applications: Sunday 22nd August 2021

Interviews for this post are expected to take place on Friday 24th September 2021

Shortlisted candidates will be offered the opportunity to visit the campus for an accompanied tour.

Leeds Trinity University values diversity and inclusion and particularly encourages applications from the following groups as they are currently under-represented at this level within the University: Women, LGBT+ and Black, Asian and Minority Ethnic applicants, as well as candidates with disabilities, whether hidden or otherwise. The University will consider all forms of flexible working arrangements.



Job Description

Job title:	Director of the Office for Institutional Equity
Department/School:	Office for the Vice-Chancellor
Responsible to:	Vice-Chancellor
Line management responsibility:	Office for Institutional Equity team
Purpose of post:	<p>This post will work with the Vice-Chancellor, in addition to the University Human Resources Team, Deans of Schools and Professional Services colleagues to advance and strategically align an inclusive, equitable, respectful and anti-racist environment for all within the Leeds Trinity University community, including our franchise partners.</p> <p>The role provides leadership, oversight, support, and co-ordination for those issues with regard to diversity, inclusion, harassment, discrimination and equal opportunity through collaboration and strong relationships with other key partners.</p>
Main duties and responsibilities:	<ol style="list-style-type: none">1. Take an active leadership role in coordinating and overseeing university programmes to assure compliance with applicable policies, procedures, processes, best practices and training.2. Ensure ownership and responsibility for delivery of strategic initiatives throughout the University's staff and student body and using an inclusivity lens to ensure the University develops the talents of all staff and supports students to achieve.3. Advise the University Executive, providing tangible and accessible guidance on emerging and existing priorities to ensure that equity and diversity is incorporated into its infrastructure (e.g. messaging, climate, culture); ensuring best practice is embedded and role modelled in all aspects of work and study.4. Actively engage with the national HE culture and inclusion agenda, including influencing policy development. Engage with discipline leaders both inside and outside of the HE sector and build effective working relationships with key agencies.5. Lead the University's work in achieving/maintaining external charter marks/best practice recognition for equality and diversity (e.g. Athena Swan, Stonewall, Race Equality Charter and Disability Confident) through cross functional programmes, leading to formal applications and submissions for accreditation.6. Ensuring thorough and prompt investigation and resolution of discrimination and harassment complaints from students and employees.7. Consulting with and providing guidance to senior leadership and managers across the university with regard to non-discriminatory policies, procedures, best practices, and strategies to increase diversity, inclusion, and retention.8. In partnership with University Human Resources, designing effective strategies to increase diversity in employment and advising appropriately on EDI related matters in supporting the University approach to the Recruitment and Selection of new staff.

9. Designing, implementing, and advocating for inclusive educational practices.
10. Overseeing development of training/education programmes aimed at increasing awareness, knowledge and skills and providing exposure to the campus community on various aspects of intercultural competency.
11. Overseeing development of training/education programmes aimed at identifying, preventing, and reporting discrimination, harassment, and sexual violence for students and employees.
12. Developing and maintaining communication strategies (web, print, media, etc.) to raise awareness of available resources and to enhance the university's policies, best practices, and programmes.
13. Producing annual monitoring and improvement reports and responding to inquiries, consultations and audits.
14. Engagement with sector best practice and relevant external networks.
15. Other leadership and management duties and responsibilities as assigned.

LEADERSHIP/STAFF MANAGEMENT:

1. Manage, develop and motivate staff within the team ensuring appropriate levels of delegation and support are in place.
2. To be responsible for the appraisal, training, motivation, supervision and performance of all staff for whom the post holder is responsible, through 1:1's, annual staff review process, coaching and feedback.
3. To oversee the recruitment and selection of new staff in their own area of responsibility.
4. To ensure that staff comply with policies and procedures with particular note to GDPR, Health & Safety regulations and Equality, Diversity and Inclusion.

GENERAL DUTIES:

1. To ensure the use of data complies with current regulations, particularly those relating to GDPR.
2. To comply with current health and safety requirements, work with relevant University policies and participate fully in the annual staff review scheme.
3. To apply the University's Equality, Diversity and Inclusion Policy in the postholders' area of responsibility and in their general conduct.
4. To carry out other duties, commensurate with the grade of the post, as may reasonably be directed by your line manager after due consultation.

This job description is current on the date shown below. It is liable to variation by the Vice-Chancellor to reflect or anticipate University developments and changes in the requirements of the post.

July 2021

Person Specification

No.		Assessed by: Application - A Interview - I Presentation – P
Essential		
Qualifications		
1	PhD or equivalent professional recognition.	A
Knowledge and Experience		
2	Demonstrable success in a senior leadership role, with experience of leading and managing positive organisational/culture change in a large, complex institution (for example as Pro-Vice Chancellor, Head of School, Dean, Associate Dean, Director of Information Services, Director of International Relations; Director of Academic Services).	A, I, P
3	A deep interest and extensive experience managing, directing, and improving outcomes regarding equality, diversity & inclusion, with in-depth knowledge of related regulations and policies.	A, I, P
4	Experience of coordinating/evidence of substantive contribution to successful applications for EDI accredited Charter Marks such as Athena SWAN and Advance HE's Race Equality Charter.	A, I, P
5	Experience in handling high-level, sensitive, and confidential matters and information.	A, I
6	A working knowledge of employment legislation that relates to discrimination, sexual harassment, and other relevant areas.	A, I
7	Expertise, knowledge and understanding of the emerging trends, opportunities and challenges relating to the equality and diversity landscape.	I, P
Skills		
8	Excellent interpersonal, verbal, and written communication skills.	A, I, P
9	Academic credibility and reputation to advocate and influence effectively.	I
10	Investigation and conflict resolution skills.	I
11	Strong analytical and writing skills.	A, I
12	Computer proficiency and experience analysing statistical data.	A, I
13	Openness and commitment to continuous learning/improvement and a positive attitude to change.	A, I
14	Ability to foster collaboration across campus and in a diverse professional setting.	A, I
Personal Qualities		
15	A collaborative working style that engages others and considers other perspectives.	I
16	Demonstrable intellect, creativity and judgement, with evidence of developing original ideas and creative approaches.	I
Desirable		
Experience		
17	Experience of influencing at the sector level in issues relating to diversity and inclusion.	I, P



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