EDI Exchange Project Officer x 2

**Department:** Planning & Risk

**Hours of work:** Full-time, 37 hours a week

**Contract type:** Fixed-term contract for 2 years

**Salary:** Grade 6, £34,308 - £42,155 per year
Introduction

To build on our vision as a University for Public Good, and to help deliver our Strategy 2030, eight transformational initiatives have been approved by the University’s Executive Board. The Pro-Vice-Chancellor for Partnerships and Engagement is spearheading a University-wide initiative to build a diverse and fully inclusive University community.

Key to this initiative is the establishment of the EDI Exchange. Over the next two years, a small but dedicated team will work with the University’s community of staff and students to devise and deliver projects that will achieve a demonstrable step-change in our approach to equality, diversity and inclusion. The EDI Exchange will play a key role in engaging with our University community to recognise and celebrate success and best-practise, working to ensure that inclusivity becomes enshrined in everything that we do.

Main purpose of the role

We are looking for two enthusiastic and highly-motivated Project Officers, who can demonstrate a personal commitment to EDI, and have the all-round skills and experience to drive the EDI Exchange’s key projects forward at pace. This is an exciting opportunity to take a critical, hands-on role in a major strategic initiative that is right at the heart of the University’s vision for public good.

Working closely with the EDI Exchange Project Director, the postholder(s) will lead on the development, operational management and delivery of the EDI Exchange’s key projects. There are two posts available, fixed-term for two years. The posts will sit within the Planning and Risk Directorate’s Strategic Planning team, and will be line-managed by the EDI Exchange Project Director.

Key responsibilities

(Role holders will be required to undertake some or all of the duties below)

1. Role Specific Responsibilities

- Working closely with a range of stakeholders to develop and generate innovative ideas for new projects and initiatives:
  - Facilitating and coordinating meetings, workshops and focus groups
  - Providing inspiration and confidently challenging to push people to think boldly
- Overseeing the implementation and delivery of projects and initiatives:
  - Coordinating and managing project scoping and preparing clear project delivery plans
  - Day-to-day delivery of agreed projects
  - Managing project administration and budgets
  - Reporting on project progress through agreed reporting lines
  - Evaluating and disseminating project outcomes
- Acting as an ambassador for the EDI Exchange across the University
- Generating and maintaining collaborative links and working relationships with a wide range of internal and external stakeholders to become a catalyst for a holistic culture-shift
- Identifying sector developments and maintaining a professional interest and knowledge in the development of equality, diversity and inclusion
- Supporting the planning and delivery of the EDI Exchange’s annual programme of events
• Working closely with colleagues in Communications to build the EDI Exchange’s profile, showcase the work and ensure that the initiative remains high on the University’s agenda

2. University of York Responsibilities for Grade 6

Service and Operational Delivery
• Oversee a responsive and proactive support service to ensure service expectations are met.
• Collect and analyse stakeholder feedback to help define needs and requirements and the design and planning of services.
• Contribute to operational leadership teams and decision making to shape the nature and level of support services.
• Implement changes to the design and development of a service.
• Accountable for delivery of a service within a defined area or defined responsibilities.
• Make effective use of digital solutions to carry out operational activity and implement efficiency improvements.
• Depending on the role, may be required to act as operational line manager - setting, monitoring and overseeing the work of the team on a day to day basis
• Act as a supportive and encouraging member of a team. For roles at this level with supervisory responsibilities, demonstrate compassion and give advice on commonly occurring wellbeing issues.

Continuous Improvement
• Analyse service and operational delivery data and provide reports, making recommendations for improvement as appropriate.
• Ensure the review and improvement of systems and procedures in line with University frameworks.
• Review internal and external practice to identify opportunities for future improvements or efficiencies.
• Apply expertise to identify, understand and propose resolutions for issues or problems.
• Proactively identify opportunities for building personal knowledge and skills for self and others.
• Deliver knowledge sharing on specialist defined processes across the broader team.

Specialist Contribution
• Provide advice to stakeholders in relation to complex policies, procedures and regulations.
• Provide specific technical advice to ensure compliance with legislation, statutory duties, etc.
• Provide specialist expertise and support with complexity of data and information sources, providing interpretation and analysis.
• Carry out in-depth, complex investigations or searches; interrogate the information and data to identify trends and patterns.
• Deliver training, teaching and/or development delivery for stakeholders.
Collaboration and Communication

- Establish, maintain and develop productive and ongoing relationships with University stakeholders to create ideas for tactical service or operational delivery development.
- Build relationships and networks internally and externally to build and update knowledge and skills.
- Use a range of digital media and tools to communicate with a diverse range of key stakeholders.

Governance and Oversight

- Oversee activity to ensure all processes and transactions are delivered in line with regulatory and professional service and policy standards.
- Provide advice and training to stakeholders regarding compliance and regulations relating to the area of responsibility.
- Contribute to the creation or development of policy and procedures to take account of internal and external changes.
- Ensure activities and documents comply with internal University and external regulation, policy and procedures.

Planning and Organisation

- Plan, organise and prioritise own workload (and, where applicable, the workload of team members on a regular basis), taking into account operational needs and changing circumstances of the team over the short to mid term.
- Plan and manage longer term programmes of work, monitoring progress as required.
- Lead the delivery of projects to facilitate service operational change or play a role in University-wide projects.

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake others duties within the scope and grading of the post.
## Person specification

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<th>Role Specific</th>
<th>Essential / Desirable</th>
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<tr>
<td>Able to take a vision or concept and turn it into something tangible</td>
<td>Essential</td>
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<td>Significant experience of delivering projects successfully in a changing and high pressured environment, working with staff at all levels</td>
<td>Essential</td>
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<td>Able to approach problems with creativity and a willingness to do things differently</td>
<td>Essential</td>
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<td>Able to adapt to changing priorities to support team members with a wide range of tasks at short notice</td>
<td>Essential</td>
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<td>Able to form strong working relationships with a wide range of colleagues and stakeholders, actively engaging with others to influence and persuade</td>
<td>Essential</td>
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<td>Experience of organising and delivering events</td>
<td>Desirable</td>
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<td>Experience of developing project communications and/or webpages/social media</td>
<td>Desirable</td>
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### University of York Person Specification for Grade 6

#### Qualifications:

Level 3 qualification. (Qualifications at this level include A levels. Please [view the full list](#). We also welcome applicants with equivalent non-UK qualifications or equivalent professional experience. Essential

#### Skills - demonstrates the ability to:

- Lead projects                                Essential
- Gather, analyse, interpret and report complex data/information                  Essential
- Use digital technologies including Google applications and/or Microsoft Office Essential
- Communicate effectively in verbal and written formats, including the use of a variety of digital tools Essential

#### Behaviours:

- Works collaboratively with others                          Essential
- Delivers a quality service                                  Essential
- Develops self and others                                    Essential
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<th>Actively champions respect, inclusivity, equality and diversity</th>
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<td>Identifies and implements continuous improvement</td>
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