**JOB DESCRIPTION**

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| Post title: | Equality and Diversity Project Administrator |
| Generic post title and code: | 3571/01 |
| School/Department: | Faculty Operating Service |
| Faculty/Directorate: | Faculty of Engineering and Physical Sciences |
| Job Family: | MSA | Level: | 3 |
| Career Pathway (\*ERE): | N/A |
| Post title of Line Manager: | Line Management – Head of Business Operations, C-PICDay-to-day direction from EDI Lead for C-PIC and Public Engagement Lead. |
| Post title(s) responsible for: | *N/A* |
| Post base: | Office-based |

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| Job purpose |
| You will support the CORNERSTONE Photonics Innovation Centre (C-PIC) EDI Programme’s aims of improving equality and diversity at all levels across the C-PIC project. You will support the C-PIC Outreach Programme’s aims of influencing young people’s aspiration to continue studying for STEM qualifications. |

| Key accountabilities/primary responsibilities | % Time |
| --- | --- |
|  | **Programme delivery**You will undertake day to day organisation and management of the C-PIC EDI and Outreach Programme under guidance from the EDI Lead and the Outreach Lead. This will include:* Organise a rolling programme of events including seminars, training events, conferences and workshops, mainly in Southampton but some may be elsewhere.
* Oversee the bookings of meeting rooms, refreshments, audio/visual equipment and preparation of papers for meetings/events.
* Oversee the operation of MeEDI Days for the EDI Programme including monitoring individual’s chosen activity and budgets and evaluating impact.
* Assist with the hiring and payment of student demonstrators through the casual pay system. Keeping track of start/end dates of student hire.
* Assist with good communication between team managers by taking minutes at monthly Outreach Team Meetings, and assisting with the distributions of meeting agendas and minutes.
 | 30% |
|  | **Engagement**You will contribute to external engagement to promote C-PIC and the EDI and Outreach programme of activities. This will include:* Maintain the EDI and Outreach webpages to ensure they are kept up to date.
* Organise publicity for events to maximise attendance and monitor numbers attending
* Create display materials or publicity materials for EDI and Outreach events
* Maintain an up-to-date database of teachers, schools and colleges engaged with
 | 25% |
|  | **Reporting and feedback**You will provide professional, high quality administrative support for C-PIC’s EDI and Outreach Leads and be responsible for the administrative aspects of C-PIC’s Equality and Diversity and Outreach Programmes and Events including:* Monitor the use of budget ensuring control of all related expenditures and effective use of resources.
* Oversee regular staff satisfaction surveys and event feedback to evaluate impact of the C-PIC EDI and Outreach Programmes
 | 15% |
|  | **Communication and Relationship Building:** Relationships are at the heart of the EDI and Outreach Programmes. You will take the initiative to:* Proactively manage relationships with individuals and organisations on behalf of the EDI and Outreach Leads
* Act as a first point of contact and deal quickly and effectively with all enquiries and requests, handling them directly when appropriate.
* Maintain oversight of the EDI and Outreach mailing list and publicity/dissemination materials to ensure they are kept up to date.
 | 15% |
|  | **EDI and personal development*** Use 10% of your time to pursue EDI and personal development opportunities in line with the C-PIC EDI policy
 | 10% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5 % |

| Internal and external relationships |
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| * CORNERSTONE and C-PIC investigator team
* Staff within all faculties and professional services, with particular emphasis on FEPS and RIS stakeholders and throughout the University.
* EDI specialists within and outside of the University
* Researchers in academia and industry.
* The media, specifically the Photonics community.
* External suppliers such as design agencies, film companies and printers.
* The global Photonics community.
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| Special Requirements of the Role |
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| * Willingness and ability to travel within the UK to attend Project events.
* Willingness and ability to work flexibly, by negotiation, outside of core hours.
* Effective communication skills
* Confidentiality in data management at all times.
* Attention to detail, record keeping skills, interpersonal skills and customer service skills.
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| **Qualifications, knowledge and experience** | Minimum of A levels, NVQ3 or equivalent in a relevant professional area (higher education, manufacturing, governmental).Experience in and enthusiasm for working on EDI and STEM Outreach areas at a high level.Knowledge and understanding of financial processes. | Understanding of Equality and Diversity Issues.Understanding of the barriers to young people engaging with STEM qualificationsKnowledge of University processes and regulationsExperience of managing and maintaining website content |
| **Expected Behaviours**  | Able to apply and actively promote equality, diversity and inclusion principles to the responsibilities of the role. ­Demonstrate the Southampton Behaviours and work with colleagues to embed them as a way of working within the team. |  |
| **Management and teamwork** | Able to prioritise workload and delivery outcomes to a deadline and budget.Able to work independently.Able to proactively and collaboratively work with other team members. |  |
| **Planning and organising** | Able to organise events and activities for diverse groups of people | Able to organise survey/feedback processes and evaluate impact of eventsEnthusiasm for organising engaging events for a range of audience types |
| **Problem solving and initiative** | Ability to apply specialist knowledge and experience to assess complex situations.Ability to use own initiative and suggest and implement practical and effective solutions. |  |
| **Communicating and influencing** | Evidence of interpersonal skills.Ability to respond effectively and in a timely manner to colleagues and stakeholders.With training, have the ability to provide quality, appropriate and timely advice in response to specialist enquiries from colleagues and external enquiries Able to take minutes at meetings. | Keen to learn more about the project and to offer ideas for additional events. |
| **Special requirements (of the postholder)** | Willing and able to travel both within and outside the UK.Willing and able to work flexible hours (by negotiation) as required by the organised activities.Able to demonstrate excellent attention to detail*.* |  |

**Version Control**

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| --- | --- |
| Job description author | Tom Carnay |
| Evaluated by  | Job Evaluation Panel | Date evaluated: |  |
| Career Pathway: | MSA | Unique Reference Number: |  |
| Amended: | Yes/No | Date amended: |  |
| Amendment author: | Name – Job Title |  |  |
| Re-evaluated: | Yes/No | Date re-evaluated: |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post, with routine hazards?**

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| [x]  Yes | This is an office-based post with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete/remove the section below. |
| [ ]  Partly | This is an office-based post with some non-routine hazards (eg: contact with the public and/or shift work). Please complete the analysis below. |
| [ ]  No | This is a non office-based post and has some hazards. Please complete the analysis below.  |

**HIRING MANAGER**

Please complete this section as accurately as possible to ensure the safety of the post-holder.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.