



University
of Exeter

THE POST

Faculty:	Faculty of *****
Department:	Department of *****
Post:	Director of Wellbeing, Inclusion and Culture Committee
Reporting To:	Head of Department
Key Relationships:	Department Director of Education and Student Experience, Programme Leads, Academic Lead for Student Support (Racial Equality and Inclusion), Exeter Speaks Out, Student Cases, Faculty EDI groups, Faculty Wellbeing, Inclusion and Culture Committee, Student Guild and Student Union representatives including SSLC and Equality representatives

Job Description

Main purpose of the job:

Providing Department/Institute vision, direction and inspirational leadership for the development and delivery of the Equality, Diversity and Inclusion strategy, wellbeing and culture priorities in line with university strategy and programmes:

1. Senior responsibility for providing strategic leadership and championing the enhancement and embedding of Culture, Inclusion and wellbeing in staff and all student programmes, education and student experience throughout the Department/Institute;
2. Representing EDI, wellbeing and culture issues, challenges, initiatives at regular Department Leadership Meetings;
3. Supporting the APVC (Education) and Head of Department/Institute by providing strategic and operational leadership on embedding wellbeing and EDI in teaching, learning and working environments.
4. Working with HoD, DoEs, DoR&Is, DoBEIs and DoGEs in areas of shared interest and responsibility and to ensure that synergy between portfolios is maximised and that departmental resources are allocated to optimise the delivery of all thematic strategies.

5. To develop the live, annually reviewed **EDI Action Plan Document** (similar to Teaching Excellence Action Plan).
6. To oversee the development and implementation of initiatives in the EDI Action Plan Document to achieve department EDI goals in line with faculty and university strategies. For example:
 - a. International student support plan (peer mentorship, language support, study skills)
 - b. Degree awarding gaps of home and international students, male and female students, ethnic minority students, mature students and other underrepresented groups.
 - c. Sense of belonging of underrepresented students within their programmes.
 - d. Creating an inclusive environment for staff members to thrive in a positive environment.
 - e. Embedding EDI within the academic curriculum.
7. Work with the project manager to support wellbeing, EDI and culture activities to assist in attainment of the UUK Mental Health Charter award.
8. To create a supporting, safe environment for Staff and Undergraduate and Postgraduate Taught students with protected characteristics* in the Departments to raise to any issues related to their sense of belonging, concerns related to any form of discrimination that they might have experienced and to seek support.
9. To promote awareness and commitment to wellbeing, culture, equality, diversity and inclusivity issues within the Departments through partnerships and delivering events, talks, training programmes.
10. To represent the Department effectively at the Faculty and University Wellbeing, Inclusion and Culture Committees. The post-holder will liaise with counterparts in other departments to access, share information, and coordinate efforts for effective staff and student support.
11. To lead the Department/Institute Wellbeing, Inclusion and Culture committee, developing its agenda and chairing regular meetings.
12. Working with students including the Students' Guild/SU representatives, Equality/EDI representatives, SSLC Chairs, Student Partnership Board members and others to ensure student engagement with EDI agenda (equality reps) for the Department.
13. Working with central EDI team, Assistant Director for Culture and Inclusion, Colleague Wellbeing Team, Student Wellbeing, Associate Academic Dean for Students (Racial Equality and Inclusion) and Student Equality/EDI representatives.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Training and workshops on relevant topics will be provided to all post-holders. *Workload allocation will be by agreement with the HoD/Institute Director, scaled according to Faculty guidance on key Director role.*

Person specifications

Competency	Essential
Attainments	Senior Lecturer, Associate Professor or Professor in either E&S or E&R job family.
Person Specifications- Essential and Desirable	<p>Experience of senior/strategic leadership, with a clear vision for EDI and the ability to engage others in this.</p> <p>Experience of developing and implementing strategy, demonstrating an ability to think and plan strategically, articulate priorities and imperatives, and deliver change (including continuously monitoring and evaluating progress)</p> <p>Demonstrable track record of innovation and creative thinking to address challenges and drive enhancement</p> <p>Excellent communication and relationship building skills and the ability to build and maintain a strong team</p> <p>A commitment to creating an environment for staff and students to thrive, that is inclusive and promotes equality and diversity</p> <p>Demonstrable engagement with and understanding of best practice in EDI in Higher Education.</p> <p>Experience or understanding of the lived experience of underrepresented staff and students within a higher education setting and the barriers posed to access and progression.</p> <p>Demonstrate experience and engagement with staff and students from an intersectional lens.</p> <p>An understanding of the importance of EDI within an organisation and a commitment to helping create an inclusive culture.</p> <p>Awareness of key aspects of higher education landscape including policy, politics and regulation, and how these apply to own Department.</p> <p>Empathetic and open-minded.</p>
Term of office	3 years, usually ending on 31 st July (where appointments are made mid-year, consideration will be given to extending the initial term so that it expires on 31 July). Renewable subject to satisfactory review.
Recognition	Workload allocation: Devolved to a Faculty level decision in keeping with workload allocation pro rata per size of department, and to be agreed by Head of Department/PVC. We welcome requests for job shares or other creative approaches to roles to take account of individual circumstances and/or for operational or strategic reasons.
Date Last Approved	December 2022