College Equality and Diversity Committee Chair Role Description

Responsible To: Head of College and University Equality and Diversity Committee

Appointment: When a vacancy arises the Head of College should offer the opportunity to become College Equality and Diversity Chair to existing Departmental Equality Officers who should already have been in receipt of appropriate equal opportunities training.

Role Purpose:

To ensure that the College is fulfilling its responsibilities relating to the public equality duty through:

- To be a first point of contact for departmental equality officers in the College.
- Supporting departmental equality officers in their role
- Identifying and promoting the need to pay due regard in decision and policy making; through identifying, undertaking and disseminating outcomes of equality impact assessments.
- Be the main driver for equalities at a College level
- Disseminate and cascade information and good practice throughout College through departmental equality officers
- Keep an overview of all College practices from an equalities perspective and make such recommendations as deemed appropriate to the Head of College.
- Utilise up to date departmental specific equalities data and identify potential areas for concern.
- Challenge issues that may create inequalities
- With the support of the head of college, to raise and resolve local level equality issues
- To ensure equalities is discussed at College meetings
- To communicate the University’s Equality Scheme and its equalities proposals to all staff and students in the College/Corporate Services.
- To undertake equalities training as and when necessary
- To promote and celebrate equalities in the College
- Articulate equalities as an agenda item at College management meetings.
- Ensure that the Colleges approach to its management of staff and provision of service to students reflects and supports actions and statements contained in the University’s Equality Scheme.
Key responsibilities:

- To co-ordinate and facilitate College Equality and Diversity Committee meetings.
- To attend and report to University Equality and Diversity Committee meetings.
- Report to College management board meetings once a term.
- To maintain communication with Departmental Equality Officers.
- To regularly update Head of College on equalities related matters.
- To feedback on the annual review of equalities activity provided by DEO’s to college management meetings and University Equality and Diversity Committee.
- Encouraged to utilise University Equality Adviser whenever required.