



## **JOB DESCRIPTION**

### **Equality, Diversity and Inclusion Co-ordinator (Admin Assistant) Human Resources Department Fixed Term Three Year Contract**

#### **Overview**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

#### **Overview of the department**

HR provides a comprehensive human resources service to approximately 3,400 staff based in the Faculties, Departments, Research Centres and Campus Companies of the University. It is responsible for managing all aspects of the employee life cycle through their career with the University and also provides support to its retired community of c. 460. HR also plays an important role in the governance, management committees and strategic project groups of the University. The HR Mission for the University and its staff is to be an employer of choice that builds a staff community where each of its members can flourish and thrive in a work environment that is stimulating, rewarding and respectful. Each staff member should be provided with the opportunity and supports to achieve their full potential while successfully contributing to the University's strategic goals.

#### **Role Profile**

Based within the HR, Learning and Development function the EDI Unit strives to deliver on the university's commitment to a culture that is inclusive at all levels and in every system and process, where students, faculty and staff demand the highest standards from each other. Through our commitment to equality, diversity and inclusion, we will create a workplace that embraces and celebrates our visible and invisible differences.

The Equality, Diversity and Inclusion Co-ordinator will be responsible for the provision of a professional and comprehensive administrative service, including project management support for a range of EDI activities. The Equality, Diversity and Inclusion Co-ordinator will report to the Equality, Diversity and Inclusion Lead.

## **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Providing administrative support and, where appropriate, acting as secretary to a number of committees and working groups including liaising with committee members, preparing the agenda and preparing draft minutes.
- Co-ordinating EDI and 'Women in Leadership' related events both internal and external to the University. This includes liaising with speakers, marketing the event and managing the invitation and registration processes.
- Co-ordinating feedback processes from EDI events and initiatives and making suggestions in relation to potential future events.
- Ensuring all EDI policies are maintained and updated as appropriate and providing administrative support for the procedural elements of all EDI policies
- Building and maintaining relationships with schools and units to support the University EDI agenda and impact.
- Designing and updating EDI content for DCU website and social media. Liaising with other departments, including ISS and the Marketing/Communications Office, in this regard.
- Setting up relevant databases and record systems to facilitate appropriate data analysis of EDI variables and trends.
- Diary management of events for the EDI unit.
- Providing administrative support to the EDI Manager and his/her nominees on a number of initiatives and projects, including but not limited to: DCU Women in Leadership Initiative, Athena SWAN, Policy Implementation, Staff Surveys.
- Maintenance of accounts, payment of invoices, processing orders for equipment and supplies in accordance with Purchasing Procedures and Agresso financial system,
- When necessary, providing administrative support to the Learning and Development Team and the wider HR team.
- Any other duties that may be assigned from time to time by the Director of HR and her nominees.

## **Qualifications and Experience**

- Candidates must hold a primary degree or equivalent
- They must ideally have knowledge of and interest in the field of Equality, Diversity and Inclusion and preferably a proven track record of working in this area.
- The successful candidate must have project management experience, excellent administrative, communication, interpersonal and organisational skills and the ability to progress tasks on their own initiative.
- Confidentiality and discretion to a very high level will be expected of the post holder.

The competencies required for this position are:

### **Building & Maintaining Relationships**

Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.

**Excellent IT Skills**

Demonstrates excellent IT skills. This includes a first-rate knowledge and application of MS packages, Google apps and finance and web-content management systems such as Drupal and Agresso.

**Personal Effectiveness**

Continuously strives to learn how things are done, why they are done that way and how their role impacts on everything. Is effective in planning and managing their workload.

**Communication**

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.

**Mandatory Training**

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.