Job Description

Job title	Equality, Diversity and Inclusion Officer (EDI Officer)
Division	Social Sciences
Department	Oxford Internet Institute (OII) part-time 0.5 FTE Social Policy and Intervention (DSPI) part-time 0.5 FTE
Location	1 St Giles, Oxford OX1 3JS (with a move to the Schwarzman Centre in September 2025) 32 Wellington Square, Oxford OX1 2ER
Grade and salary	Grade 7: £38,674 - £46,913 per annum (pro-rata)
Hours	Full-time – 37.5 hours a week
Contract type	Fixed term for 2 years
Reporting to	Head of Administration and Finance (OII) and Head of Administration and Finance (DSPI)
Vacancy reference	179015
Additional information	Closing date – midday (UK time) on 30 April 2025 Interviews are likely to be held on w/c 12 May or w/c 19 May 2025

The role

The Equality Diversity and Inclusion (EDI) Officer will support and work closely with both OII's EDI Committee Chair and DSPI's EDI Committee Chair on a range of projects relating to equality, diversity and inclusion. The role requires a high degree of initiative and independent decision making, including leading projects from conception through to final implementation in-line with the departments' longer term EDI strategies.

Both Departments have received the Athena Swan Bronze Award. The post holder will continue the work that has been done on the action plan objectives arising out of Athena Swan accreditation, while looking ahead to the process for renewal of the award. In parallel with Athena Swan, the post holder will also work on complementary initiatives across the departments' teaching and research communities with a view to embedding EDI considerations in all

departmental activities, and devise ways of assessing the impact of these initiatives, including through the delivery of relevant training.

The post holder will service and report to both OII's EDI Committee and DSPI's EDI Committee, and will provide advice and support on equality and diversity matters to all members and students of both Departments. While OII and DSPI are separate departments, the post holder will also be encouraged to consider how EDI activities in one can be informed and improved by progress in the other. The position will also liaise with the Social Sciences Division's Planning and Equality Manager.

Responsibilities

Athena Swan

- Collect data and information needed to put together an Athena Swan application or renewal; including analysing and reporting on data on gender attainment, career progression, pay etc; and drafting and running of online surveys and collating and analysing survey responses.
- Write reports, summarise information and deal with some complexity of interpretation of data and survey responses to help ascertain progress to date.
- Independently project manage the Athena Swan process: manage the application process, including staff and student consultations, draft applications, and monitor and evaluate progress against Athena Swan action plans, delegating tasks where appropriate.
- Interface with other departments in the Social Sciences Division and the divisional team concerning Athena Swan submissions to share best practice.
- Lead on and progress the implementation of Athea Swan commitments.

EDI Committee and Panel

- Service and be an active member of the Departments' Equality, Diversity and Inclusion Committees, including preparing agendas and accompanying papers; reporting on progress with the Athena Swan application and action plan; and making recommendations and suggestions relating to advancing equality, diversity and inclusion.
- Attend the Social Sciences Division EDI Panel meetings and provide summary updates to the relevant people at DSPI/OII as necessary.
- Work closely with the Chairs of the Equality, Diversity and Inclusion Committees to identify priority goals and actions in relation to equality, diversity and inclusion issues.

EDI professional lead

- Provide proactive strategic and administrative support to the academic EDI leads within both departments, and take lead responsibility for monitoring and managing queries to the EDI inbox.
- Take the lead in designing and delivering new initiatives designed to promote equality and diversity in the Department, such as the promotion of mentoring schemes and networks, social events to promote an inclusive culture, the organisation of high-profile events; and other equality and diversity-related projects. As part of this work, the EDI Officer will be responsible for any associated budgets (e.g., the OII's EDI budget).
- Work with the Chair and members of the departments' EDI Committee/Panel to design and deliver new initiatives designed to promote equality, diversity and inclusion. Devise ways of assessing the impact of these initiatives. This will include various initiatives to advance the anti-racist agenda in teaching and research, including through the delivery of relevant training.

- Access University and national databases, extract and analyse relevant staff and student data, prepare and deliver high quality visual presentations of the data analysis to internal and external stakeholders to ensure buy in for relevant initiatives relating to the EDI strategies.
- Set up and administer surveys and focus groups with staff and students and carry out quantitative and qualitative analysis to ascertain progress on equality, diversity and inclusion action plans and identify new areas for action. This will include taking responsibility for the analysis of the biannual University Staff Survey and supporting analysis of any student surveys, and leading on the development of recommendations and subsequent implementation.
- Organise events, seminars with outside speakers and training courses of relevance to equality, diversity and inclusion, and manage the related budget.
- Build good working relationships with departmental staff in HR, Communications and Student Services, and divisional equality, diversity and inclusion personnel, in order to address issues in relation to both staff and students.
- Act as a point of contact for students and staff, offering advice and assistance with matters relating to equality, diversity and inclusion. Ensure timely and relevant communication of new initiatives and information relating to equality, diversity and inclusion through email newsletters, printed materials and events.
- Be, or work towards being, a department Mental Health First Aider and Harassment Adviser, and support those networks within both departments, as well as support student casework involving EDI considerations.
- Produce internal communications and provide content for the Departments' websites to promote the work of the Departments in this area.
- Be familiar with internal and external resources relating to equality, diversity and inclusion (e.g. networks and support groups, University guidance, and national guidance on the Athena Swan Charter and similar programmes), and keep up-to-date with GDPR and EDI legislation.
- Make applications for University funding for equality, diversity and inclusion projects where appropriate.
- Any other duties as deemed appropriate by the Heads of Administration and Finance that are commensurate with the grade of this role.

Selection criteria

Essential

1. Educated to degree level or equivalent.
2. Experience of working on equality and diversity issues in the Higher Education or comparable sector.
3. Demonstrable commitment to the goals of equality, diversity and inclusion.
4. Strong organisational, planning, and project management skills. Ability to work independently and flexibly to achieve agreed objectives and meet deadlines.
5. Ability to make hypotheses and debate these as well as suggesting policy and practice interventions that will have an impact on gender equality, anti-racism and other equality and diversity issues.

6. Ability to propose and carry out quantitative and qualitative research in a workplace environment, to compile and manage on-line surveys, manipulate, analyse, and visualize administrative data.
7. Excellent oral and written communication skills with the ability to write concise and clear reports, including clear and illuminating visual presentations, and to present data analysis to staff and students.
8. Strong interpersonal skills paired with a collaborative approach, to develop good working relationships within the departments and network across the university at all levels.
9. Sound IT and numeracy skills for: report writing; preparation of spreadsheets; data analysis; website development; interrogating databases.

Desirable

1. Knowledge of Athena SWAN
2. Prior knowledge and experience of an academic department.
3. Experience in project management with budget administration.
4. Awareness of "Continuous Improvement" concept and tools and/or experience of improving policies and processes.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: https://www.jobs.ox.ac.uk/pre-employment-checks

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.
We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Oxford Internet Institute

The Oxford Internet Institute – founded in 2001 - is a multidisciplinary research and teaching department of the University of Oxford, dedicated to the social science of the Internet.

Digital connections are now embedded in almost every aspect of our daily lives, and research on individual and collective behaviour online is crucial to understanding our social, economic, and political world.

Research: We have unprecedented access to a huge volume of rich social data, and are developing new theories, concepts and methods to analyse it.

Teaching: Our Masters and doctoral programmes bring students from all over the world, to work with our faculty at the cutting edge of their fields.

Policy: We provide the empirical data and conceptual analysis that is so needed to design policy solutions to societal problems.

Our academic faculty and graduate students are drawn from many different disciplines: we believe this combined approach is essential to tackle society's 'big questions'. Together, we aim to positively shape the development of our digital world for the public good.

The OII aims to operate at the cutting edge in both quantitative and qualitative methodologies that cut across disciplines and topics. The core of our activity is to develop rigorous peer-reviewed research and disseminate the outputs in high-quality journals, while ensuring that research helps inform and shape policy and practice.

Our research focuses on areas critical to the public interest and has already delivered significant impact. Our faculty were among the first to draw the world's attention to "fake news" and defined the concept of "big data". They have undertaken ground-breaking research into technology and wellbeing using real-time industry data and persuaded major global firms to adopt a new methods and practices. And OII researchers have developed the first global ratings system for firms operating in the gig economy and had a significant role in influencing the online harms debate in the UK.

Our four teaching programmes graduate around 80 students a year across our two MSc programmes in addition to around five doctoral students. Many of our talented alumni go on to perform important roles and achieve significant accomplishments in the world of policymaking, technology development, civil society and academia.

In 2025, the OII is expected to take up residence in the new Schwarzman Centre for the Humanities, moving from our current location across three sites on St Giles.

For more information about the Oxford Internet Institute please visit https://www.oii.ox.ac.uk/ .

Department of Social Policy and Intervention

The Department of Social Policy and Intervention is a multidisciplinary, social science centre of excellence for research and teaching in comparative social policy and evidence-based social intervention and policy evaluation. In the UK-wide 2021 Research Excellence Framework (REF),

it was a top-five scoring department in the country, across all subjects and universities, with 62 per cent of the Department's research activity classified as 'world leading' (4*) with a further 30 per cent classed as 'internationally excellent' (3*). In the most recent QS World University Rankings by Subject (2022) the Department ranked second in Social Policy and Administration globally.

The Department has undergone substantial transformation in recent years. This renewal includes the expansion of graduate teaching and supervision in policy evaluation and comparative social policy; significant expansion in research income; and the creation of new research groups and areas of research expertise.

The Department's teaching is largely devoted to graduate students. It offers master's degrees in Comparative Social Policy (CSP) and in Evidence-Based Social Intervention and Policy Evaluation (EBSIPE). Students may study for either a one-year MSc or a two-year MPhil. The Department also offers supervision for doctoral degrees in Social Policy or in Social Intervention and Policy Evaluation. The graduate intake is highly international with students drawn from the United Kingdom, EU member states, and many countries across the world.

Research within the Department is largely organised under the auspices of two main research groups:

- The Centre for Evidence-Based Intervention (CEBI)
- The Oxford Institute of Social Policy (OISP)

More information about the department can be found at www.spi.ox.ac.uk.

Social Sciences Division

Oxford is a world-leading centre for research across the disciplines of the social sciences. Characterised by a wide range of methodologies, themes and fields of scholarship, multi-disciplinary research and innovative ideas thrive in an environment underpinned by excellence across the disciplines of the social sciences.

Our approach to supporting research across the Social Sciences Division has been highly successful in the last ten years, with the volume of research awards continuing to rise and the development of a large number of research centres and groupings. Researchers at Oxford receive significant support and guidance in the development of their research, including career development, research and impact funding, research project design and management, and research outputs from academic and administrative colleagues across the University, division and departments.

More information please visit: www.socsci.ox.ac.uk

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

If you currently work for the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: https://staff.web.ox.ac.uk/recruitment-support-faqs

Non-technical questions about this job should be addressed to the recruiting department directly – vacancies@politics.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: https://compliance.admin.ox.ac.uk/data-protection-policy.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: https://hr.admin.ox.ac.uk/the-ejra.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: https://hr.admin.ox.ac.uk/the-ejra.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, travel discounts, and a variety of professional development opportunities. Our range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges, and discounts at University museums. See https://hr.admin.ox.ac.uk/staff-benefits

University Club and sports facilities

Membership of the University Club is free for all University staff. The University Club offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service website includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependents. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

With one of the most generous family leave schemes in the Higher Education sector, and a range of flexible working options, Oxford aims to be a family-friendly employer. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities. The service offers a free telephone advice line, and the ability to book emergency back-up care for children, adult dependents and elderly relatives. See https://hr.admin.ox.ac.uk/my-family-care

The University has excellent childcare services, including five University nurseries as well as University-supported places at many other private nurseries.

For full details, including how to apply and the costs, see https://childcare.admin.ox.ac.uk/

Disabled staff

We are committed to supporting members of staff with disabilities or long-term health conditions. For further details, including information about how to make contact, in confidence, with the University's Staff Disability Advisor, see https://edu.admin.ox.ac.uk/disability-support

Staff networks

The University has a number of staff networks including the Oxford Research Staff Society, BME staff network, LGBT+ staff network and a disabled staff network. You can find more information at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is an organisation run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.