



Job Description

Pro-Provost (Equity and Inclusion)

Department: Office of the President & Provost

Grade:

Location: Bloomsbury Campus, London

Reports to

Working in close collaboration with the Chief People Officer, reporting to the President & Provost

Context

UCL is a radically different university. Founded in 1826 in the heart of London, we were the first university in England to welcome students of any religion and the first to welcome women on equal terms with men. Today UCL has over 48,000 students and 15,000 staff and is one of the world's top 10 universities. We champion innovation, creativity and cross-disciplinary working in our teaching and research. The courageous attitude and disruptive spirit of our founders is still alive today.

Based in the Office of the President & Provost, the Pro-Provost (Equity and Inclusion) is a senior academic champion for all of UCL's equity and inclusion work. This role provides additional, academic leadership for an area of high priority for our university community and works in partnership with the Chief People Officer (who oversees the delivery of our EDI work) and the President & Provost (who is accountable for our EDI work) in setting the vision, prioritising delivery and providing support and challenge to the teams involved. The Pro-Provost will also play a key role in facilitating the work of Vice-Deans (EDI) to ensure effective join-up between central and local EDI activity and in supporting the staff equalities networks.

Main purpose of the job

The Pro-Provost (Equity and Inclusion) will provide day-to-day academic direction for our programme of EDI activities, supporting the Director of the EDI team to scope and deliver that programme and to advocate for the needs of our diverse community as needed. They will provide direction, advice and advocacy for the Vice-Deans (EDI). They will also deputise for the President & Provost internally and externally on EDI matters as required.

Working in close collaboration with the Chief People Officer and also with the President & Provost and leadership team, the Pro-Provost (Equity and Inclusion) will have a deep understanding of both our strategic mission and the complex needs and opportunities of our talented and diverse community. In particular, they will advise on and provide research-led leadership on challenges such as:

- * Creating a sense of belonging for marginalised, under-represented and vulnerable staff;
- * Ensuring workforce planning and policy positively benefits equity-target staff groups;
- * Maximising opportunities for bold positive action on questions of equity and inclusion;
- * Enabling more informed equity and inclusion-influenced decision-making;
- * Enabling a culture of fairness and collegiality across UCL, helping to address negative behaviours such as bullying, harassment and sexual misconduct.

The Pro-Provost (Equity and Inclusion) will chair the University Equity, Diversity and Inclusion Committee.

This appointment will be for 3 years in the first instance. We expect this appointment to be made as an internal secondment on a 0.5FTE basis, with funding for backfill for the successful applicant.

Duties and responsibilities:

- a) Advocate for UCL's vision and strategies on equity and inclusion across UCL, including on behalf of the President & Provost as required;
- b) Champion the voices of staff, students and the equity networks to ensure these groups are able to participate effectively in improving the quality of the learning and working environment at UCL;
- c) Model and advocate for a greater culture of equality-focused leadership that delivers high performance and success through sustained commitment to our shared values in a positive and supportive environment;
- d) Support the development of leadership capability within the EDI team and across the university to ensure so that impactful change can be delivered successfully;
- e) Facilitate change and action through collaboration, good governance and evidence-informed dialogue;
- f) Contribute to institutional governance and citizenship, including work with Academic Board and Council as Chair of the EDI Committee of the University Management Committee;
- g) Represent UCL externally, effectively promoting the interests of our people and our community at the national level;
- h) Lead the celebration of success for our community in areas of strategic importance.

Working with the Director of Equality, Diversity & Inclusion:

- i) Champion the delivery and evaluation of an ambitious, coherent vision for EDI in order to effect positive changes in the experience of staff, students and UCL communities;
 - i. Ensure that plans align with strategic goals and are developed in partnership with academic, professional and student communities
 - ii. Foster a high-performance culture based on trust, psychological safety, genuine collaboration, evidence-led change and continuous improvement
- j) Oversee UCL's participation in external charter mark schemes, such as Athena SWAN, the Race Equality Charter, Business Disability Standard;
- k) Provide senior leadership to the network of Vice-Deans (EDI) to boost their profile and facilitate their work to improve equity and inclusion at faculty level.

Working with the Chief People Officer and the President & Provost:

- l) Advise on the strategic direction and priorities of the EDI team in the context of UCL's institutional ambitions and commitments on questions of equity and inclusion;
- m) Champion delivery and evaluation of the University's Enabling Our Academic Mission priorities, ensuring that the community has the capability and capacity to manage and deliver the change required;
- n) Advocate for HR's work to ensure that our employee offer and work environment aligns with our strategic ambition, reinforces parity of esteem, inclusivity and wellbeing across our community and ensures that UCL is an employer of choice for talented people.

This job description reflects the present requirements of the post, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder.

The post holder will actively follow UCL policies including Equal Opportunities policies and be expected to give consideration within their role as to how they can actively advance equality of opportunity and good relations between people who share a relevant protected characteristic and people who do not share it.

The post holder will maintain an awareness and observation of Fire and Health & Safety Regulations. -

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Qualifications, experience and knowledge		
Hold a first degree and relevant postgraduate qualifications, normally a doctoral qualification. Appropriate academic qualifications and standing (or equivalent) for appointment as a Professor of the University;	E	A
Demonstrable record of outstanding achievement in a senior academic leadership role;	E	A / I
Deep understanding of the higher education landscape and issues affecting UK higher education institutions and communities;	E	I
Proven ability to successfully inspire and deliver inclusive, transformative change in a large and diverse organisation.	E	A / I
Skills and abilities		
Highly developed strategic mindset - able to inspire commitment to UCL vision, values and goals;	E	I
Skilled creative and analytical thinker, able to present evidenced rationales to establish rapport and inspire change and progress;	E	A / I
Outstanding relationship-building skills – adept at delivering change through influence, collaboration and vision;	E	A / I
Exceptionally high levels of emotional intelligence.	E	A/I
Personal attributes		
Trusted leader and advocate - demonstrating the highest standards of intellectual capacity, integrity, and professional accountability;	E	I
Highly developed political acumen and learning agility;	E	I
Confident, credible and motivating communicator, able to listen to and motivate others;	E	I
Vision, energy and genuine passion for the UCL mission and values, including our commitment to equality, diversity and inclusivity.	E	I