

(Internal Role)

Associate Director for Diversity, Equity and Inclusion, Apprenticeships or CoMENS (DEI)

POSITION OVERVIEW

Location	London-based / Hybrid (as per business need)
Term	4 years fixed term (2 years + option to renew for a further 2 years)
FTE	0.2 FTE
Salary	N/A
Reports to	Faculty Director
Start	1 August 2024

The Role

NU London is recruiting an Associate Director for DEI. Working closely with the Director & Assistant Dean, DEI and either the Faculty Director, CoMENS or the Director of Business and Partnership Development and Apprenticeships, and working collegiately with the other Associate Directors for DEI and other key stakeholders across the organisation to provide full support in operationalising the university-wide DEI strategic plan. We are particularly looking for an individual who will lead strategic DEI activity in relation to CoMENS or Apprenticeships and Work-Related Learning programmes. The post holder is expected to be line managed by their Faculty Director and they will attend meetings with either the CoMENS Faculty / Innovation and Enterprise team and the DEI team.

About the University

Founded in 2012, Northeastern University London (formerly known as New College of the Humanities) has established itself as a prestigious higher education institution based in the heart of London. After becoming part of Northeastern University's global network in early 2019, the University has undergone a period of rapid growth, having been granted Taught Degree Awarding Powers in February 2020 and moved to a new, state-of-the-art campus in

2021. The University continues to grow further, expanding its student cohort, courses, network and opportunities.

Duties & Responsibilities

- Provide full support in operationalising the university-wide DEI strategic plan.
- Lead strategic DEI activity in relation to CoMENS or Apprenticeships and Work-Related Learning programmes.
- In addition to normal participation in faculty meetings, you may be asked to occasionally lead faculty meetings where relevant to the role or deputising.
- Participate in all committees and meetings related to the role.
- Uphold and promote diversity, equity and inclusion across all aspects of the role.
- Undertake further duties as specified by senior leadership, responding flexibly to changing circumstances and adapting the role to meet the needs of the university.

Person Specification (Essential Criteria)

- PhD qualified.
- Minimum Fellow of the Higher Education Academy or equivalent.
- Demonstrable experience of learning, delivery of high-quality teaching, pedagogy and scholarship in an area relevant to at least one of the faculty's programmes.
- Clear understanding of experiential learning, careers and apprenticeships.
- Awareness of faculty resourcing needs.
- The ability to engage confidently and competently with academic and professional communities and the willingness to participate in engagement activities which develop the reputation of programmes within the faculty, from the viewpoint of experiential learning, careers and apprenticeships.
- Excellent written and verbal interpersonal and communication skills.
- Excellent IT skills and evidence of supporting the integration of technologies into learning, teaching and scholarship.
- Excellent time-management and organisational skills.

Application Process

Applications should be made via [this link](#) by 23:59 on the **10th of June 2024**. Participation in the equal opportunities section is encouraged, but voluntary.

Please reference your application “**ADDEI0524**” on the form.

Please ensure that your application includes a brief Cover Letter and CV. Applicants should address the selection criteria and indicate how their background and expertise align with the job role.

Candidates are welcome to make informal enquiries. Please email Dr Niamh Bhalla (Assistant Dean, Director of DEI): niamh.bhalla@nulondon.ac.uk.

Names and contact information of references should be provided at the end of your CV. References may be sought for shortlisted candidates.

Applications are welcomed from all sections of the community and will be judged on merit alone. We welcome applications from underrepresented groups. Candidates must be able to demonstrate their eligibility to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006.