Director of Equity

**Background**

One of RADA’s critical priorities now and for the long term is establishing an anti-racist culture and institution. RADA’s Council and Senior Leadership Team are committed to institution-wide change to create an anti-racist and inclusive culture, where everyone feels safe and is able to speak up.

RADA outlined its commitment to anti-racism in the summer of 2020. To date this has included the work of RADA’s Anti-Racism Steering Group, the appointment of Leeds Beckett University as specialist consultants to undertake a root and branch review and work with the Academy to create a roadmap for change and work from teams across the Academy to create department action plans. Strong leadership is now needed for this work, in order to draw together the work done so far into a strategy to sit at the heart of RADA’s culture, and running through our curriculum, pedagogy, policy and practice.

The role Director of Equity is a new role at senior leadership level. This is a vital role to drive change, consolidate the work so far, and provide a clear path for the work within RADA. The Director of Equity will work closely with the Directors of Actor Training, Technical Training, Access & Participation, Student and Academic Services, Wellbeing, HR, Finance, Communications & Marketing, and Development, and key working relationships with the Decolonising Committee, Accountability Panel, Training Committee and the Council Anti-Racism Group.

The role will lead RADA’s anti-racism programme with a brief that will over time broaden to include all other protected characteristics(and those not included e.g. socio-economic status)and lead RADA’s equity agenda.

**Job Description**

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| Job Title: | Director of Equity |
| Reports to (Title): | Interim Accountable Officer. RADA is appointing a new Principal; when they take office we are likely to review senior reporting lines and accountabilities. |
| Department: | Equity |
| Working hours | Full-time, 37.5 hours per week.  |
| Salary Band (Manager, Head of Department etc) | Senior Leadership Team |
| Salary range (£) | £55-65k |
| Length of role | Permanent |
| HESA Category (Professional Services, Academic etc) | Professional Services |

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| **Prime function of role** |
| The Director of Equity’s initial primary focus will be to provide leadership and management of RADA’s anti-racism strategy, and there is an expectation that over time this remit will broaden to include oversight and strategic leadership of RADA’s ED&I activity.Building on the work done so far, the Director of Equity will be responsible for developing, aligning, and integrating a range of new and existing initiatives, policies, and procedures into a cohesive, transformational, and sustainable plan and programme of activity. They will also assess and outline the historical basis of RADA’s formation in order to create a framework on which to build a future vision.The first aim of this work is to create the conditions for an inclusive, welcoming, supportive, and diverse higher education community within the Academy and with its partners and affiliates. The second is to create a foundation on which to build a world leading anti-racist HE institution, that has the potential to contribute significant change in attitudes and practice in the performing arts. Measures of success will include student satisfaction, an improvement in staff recruitment and experience, working practices that are transparent and open to scrutiny, and the full embedding of the anti-racism and equality, diversity and inclusion strategies. |

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| **Substantive responsibilities and duties** |
| 1. Strategic leadership and management* Development of a long-term anti-racism strategy and plan to deliver the strategy
* Development of RADA’s ED&I strategy
* Planning and management of the budget and resources for delivery of the work
* Coordination of activities and direction as necessary, to meet the objectives of the plan
* Development and monitoring of risks and contingencies
* Leadership of working groups as appropriate
* Monitoring, evaluation, and reporting on progress of plan; and monitoring of equalities data for RADA to ensure milestones are being met in relation to anti-racism and ED&I
* Manage the anti-racism and ED&I budgets
* Work with external consultants to support RADA through root and branch review
* Supporting planning and actions for RADA to meet its Public Sector Equality Duty through the development of RADA’s ED&I strategy
* Build industry partnerships and networks

2. Engagement* Development of student leadership to underpin anti-racism work and ethos within student body
* Engage with students and staff to embed more inclusive policies and environments
* Guidance of HR on equity training and staff development, as well as policies and practices for recruitment, and wider HR policies and practices, such as career development
* Advising Council on best practice
* Development of external network of partners
* Providing clear internal and external communications about the work
* Providing regular updates on planning, implementation and evaluation to stakeholders

3. Working collaboratively with the other members of the Senior Leadership Team to:* Shape and design the anti-racism agenda in training
* Create a multi-year training delivery plan
* Support workstream leads to implement strategic change and monitor change
* Draft key milestones and work with SLT and RADA staff to deliver them
* Ensure best practice of staff and student recruitment
* Develop, train, and manage a network of staff across the academy who will lead on the race equity
* Uphold the value and commitment of equity throughout the Academy

4. Senior Leadership Team* + Participate in the strategic and operational leadership of the Academy.
	+ Advise on relevant policy developments within the HE sector affecting the work of the Academy.
	+ Contribute to the preparation, delivery and oversight of RADA’s Strategic Plans.
	+ Work collectively and effectively with colleagues as part of the leadership team.
1. General
	* Maintain and sustain professional networks
	* Represent RADA externally as required.
	* Promote equality, diversity and inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
	* Comply with Health and Safety legislation and ensure you are up to date with RADA’s Health and Safety Policy.
	* Comply with GDPR, Data Protection and Safeguarding legislation.
	* Contribute to the development and culture of RADA, attend RADA training and staff events as and when required (including but not limited to annual staff conference and termly all staff meetings).

By accepting a role here you are acknowledging a commitment to RADA’s values and mission, and a willingness to contribute to the ongoing development of the same. |

**Person specification**

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|  | **Essential** | **Desirable** |
| **Skills/abilities/competencies** | * Understanding of anti-racism research and evidence relevant to student and employee agendas.
* Strategic thinking and the ability to communicate effectively at all levels
* Relationship building, strong diplomatic and influencing skills
* Ability to analyse data and situations relating to diversity from an organisational perspective
* Effective project management skills
* Analytical skills to evaluate and measure impact
 | * Knowledge of key academic work relating to the post including: Critical Race Theory; methods and processes of decolonialisation especially in the higher education sector; disability, LGBTQIA+ and feminist theory.
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| **Experience**  | * Proven track record of leadership and management capability in the higher education, or dramatic arts sectors
* Experience of stakeholder management
* Specialist knowledge and experience of dramatic arts training
* Knowledge of equity issues in teaching and learning and student access, achievement and outcomes
* Experience in championing anti-racism and Equality, Diversity and Inclusion agenda
* Knowledge of current legislation and good practice in equality, diversity and inclusion and application to higher education
* Experience of managing budgets
* Strong and effective networks to continuously maintain knowledge and understanding of best practice in equality, diversity and inclusion
 | * A track record in improving outcomes relating to equality, diversity and inclusion in higher education and particularly on race equity.
* Experience working in the creative industries.
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| **Personal Attributes** | * Excellent interpersonal skills with a high degree of cross-cultural sensitivity
* Excellent communicator
* Strong leadership skills
* Builds consensus
* Ability to work effectively under pressure
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| **Qualifications** | * Educated to degree level or equivalent
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July 2021