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| **Job Title** | **Diversity, Inclusion and Belonging Advisor** |
| **Reports to** | **Associate Director, Diversity, Inclusion & Belonging and Employee Experience**  |
| **Department** | **People Team** |
| **Job Family** | **Business Services** | **Level** | **3** |

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| **About the School** |
| At London Business School, we strive to have a profound impact on the way the world does business and the way business impacts the world. Our departments work hard to ensure that we are continually delivering a world-class service, academic excellence and that our course offering maintains our place as a leading business school. With thought-leading faculty and dynamic learning solutions, we empower both businesses and individuals by offering a transformational learning experience that will broaden their professional knowledge and global mindset. As well as offering postgraduate courses for the business leaders of the future, we run open and customised executive courses for professionals and corporate clients that help leaders identify the future focus and strategic direction of their businesses. With London in our hearts, we draw from its status as a financial, entrepreneurial and cultural hub to attract a diverse range of students and faculty, creating an abundance of opportunities to network with industry experts and alumni worldwide |

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| **About the department** |
| The People team enables the delivery of the School’s strategic priorities through the provision of proactive advice, support, and talent to School staff (non-academic). Collaborating with our faculty experts, it also delivers leading edge projects to shape the Future of Work, building an engaged, inclusive workforce where everyone belongs and thrives.  The team is designed around three key areas: Business Partnering and Organisational Design, Talent & Employee Experience (Talent Acquisition, Learning & Development, Talent Management, Diversity Inclusion & Belonging and Employee Experience) and People Services (Operations, Data & Insight, Payroll, Reward and Pensions).  |

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| **Job Purpose** |
| Driving exemplary diversity, inclusion and belonging (DIB) for all is a key pillar of London Business School’s organisational strategy; we’re creating and nurturing a community where all belong and thrive in line with School behaviours and policies. We’re committed to making tangible and sustainable change across our school, education, and society at large.   This role is responsible for managing the execution of key elements of the Diversity, Inclusion and Belonging strategy across the LBS community, (staff, faculty and students, and participants and alumni where relevant). This includes creation and production of the annual DIB report, staff network and student club management to ensure effectiveness of their impact, and support and collaboration with leadership on key priorities. This role sits within the Diversity, Inclusion and Belonging and Employee Experience (DIBEX) team, which is part of a sub-team of the Talent and Employee Experience team, within the People Team. The DIBEX team are responsible for several different key initiatives impacting our community, from supporting our students, to running our awards programmes, to writing policy and shaping strategy.  |

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| **Key areas of accountability and key performance indicators (KPI’s)** |
| * Partner with the Associate Director, DIBEX and other key stakeholders to shape and implement a new Diversity, Inclusion and Belonging strategy for 2026 onwards
* Alongside the Associate Director – DIBEX, manage and ensure high quality delivery on key workstreams of the current DIB strategy, whilst collaborating School-wide with faculty, staff and students. These will include specific projects and policy work relating to our Equality Priorities such as an audit on neurodiversity and disability or targeted learning opportunities.
* Offer subject matter expertise on DIB-related priorities and provide support and advice to our customers (students, staff and faculty) and ensure continued progress, and ensuring alignment to the overall DIB strategy
* Contribute to and implement our sexual harassment action plan aligned to updates in law and guidance
* Partner with and enable our staff networks (PROUD, Black Employee Network, and Parents and Carers) to deliver impact, and ensure strategic alignment across all groups. This includes providing a structured framework to enhance their effectiveness and impact, as well as attending network meetings to foster collaboration and guidance
* Devise and implement a DIB comms and engagement plan and collaborate directly with our Brand & Marketing, Internal Communications team and the wider People team to create a consistent approach to our internal (intranet and email) and external (website and socials) DIB focused communications. This includes communications plans for key points throughout the year e.g. International Women’s Day and Black History Month
* Manage the annual reporting process for the DIB annual report in line with the Public Sector Equality of the Equality Act 2010 and support gender pay gap reporting in collaboration with the Reward team; this includes gathering content, proposing structure, liaising with designers and reporting to stakeholders
* Provide project support by maintaining communication with key stakeholders, delivering regular progress updates, and tracking project milestones to ensure timely and successful completion
* Provide support to our DIB Committee and Advisory Board, for example diary management, agenda tracking and minute taking, building effective relationships and monitoring comms channels with members whilst driving engagement and action
* Manage invoices, supplier payment and budget track for DIBEX
* Play an active role as a team member within the Talent and Employee Experience team, driving connections across work and people to deliver business value and team engagement.
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| **Knowledge/Qualifications/Skills/Experience required**  |
| * Experience in delivering key DIB initiatives and measuring impact
* Operate with an evidenced passion for driving inclusion within the workplace and a track record of creating tangible change
* Able to analyse and interpret people data and business information, and use this information to inform decision making
* Experience in analysing and shaping policy and consulting with necessary groups to gather feedback
* Strong communication skills to influence change and inspire our community: experience sending business-wide communication is ideal
* Effective stakeholder management across a range of levels
* Strong personal, administration and organisational skills including minuting of meetings, event organisation and diary management
* Ability to project manage and work to deadlines
* Experience within higher education preferable

This role is hybrid, with the expectation of two days on campus per week based on role and business need.  |