

JOB DESCRIPTION

Job Title	Diversity, Inclusion and Belonging Advisor <i>(Advertised as Diversity & Inclusion Advisor)</i>		
Reports to	Associate Director, Diversity, Inclusion & Belonging		
Department	People Team		
Job Family	Business Services	Level	3

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.

About the department

The People Team provides proactive advice and support to School staff (non-academic) in the areas of recruitment, talent management, retention, organisational development, learning and development, inclusion and diversity, performance, reward, employee relations, absence/capability management, disciplinary, grievances and dismissals. The team, adopting a business partnering approach, works closely with Heads of Departments and line managers to support them in achieving their business goals through their people.

Job Purpose

Driving inclusion and belonging is a key pillar of London Business School's priorities; 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 essential in supporting and driving the implementation of the diversity, inclusion and belonging (DIB) strategy across the LBS community – staff, students and faculty. This role will support the Associate Director of DIB on several key activities within the function to enable progress in driving our efforts. This role will work with School-wide stakeholders along with directly with the People team and People leadership team.

Key areas of accountability and key performance indicators (KPI's)

Project support and workstream ownership

- In partnership with the Associate Director of DIB, manage and ensure high quality delivery on key workstreams of the DIB strategy, whilst collaborating School-wide with faculty, staff and students, for example annual benchmarking exercises e.g. Stonewall Workplace Equality Index
- Provide project support including communication with relevant stakeholders and progress updates, whilst also tracking progress of project

Specialist partnering

- Work closely with departments and teams to help determine their DIB priorities and provide support and advice to ensure continued progress, and ensuring alignment to overall DIB strategy
- In collaboration with our Talent Development team, coach and upskill managers and employees on the value of DIB through education & action taking

Network and club support

- Work with our staff networks (PROUD, BEN & PAC) to ensure alignment on strategy between networks and coordinate activity along with providing content and suggestions to monthly meetings
- Provide support on events and other network activities including arranging speakers, creating communications, sorting out invoices etc.

- Attend network meetings and provide regular DIB strategy updates

Communications and events

- Work directly with our Marketing and Communications team and the wider People team to create a consistent approach to our communications
- Manage our comms calendar and deliver monthly newsletters and other pieces of communication, whilst ensuring alignment between other People led comms
- Create and develop our intranet pages to provide easily accessible and engaging DIB information to our community
- Measure the success of communication pieces and provide clear guidance on how to improve our rates
- Support the annual Inclusion and Diversity report by providing copy and artwork
- Keeping up to date with DIB trends

Education support

- Collaborate with and support our Talent Development team to formulate our longer term education and training opportunities which link to the strategic objectives of the DIB strategy
- Host and facilitate workshops when necessary

Data analysis

- Review and monitor diversity analytics to understand and track DIB performance in our organisation, including compiling data for internal and external legislative reporting requirements
- Collate annual DIB data for our Inclusion and Diversity Report from school-wide sources

Administrative support

- Effective budget and invoice management
- Supporting our DIB advisory board and committee when necessary for example diary management and minute taking

Knowledge/Qualifications/Skills/Experience required

- HR experience, within higher education preferable
- Passion for driving inclusion within the workplace

- Ability to analyse and interpret people data and business information and use this information to drive change and inform decision making
- Strong communication skills to influence change and inspire our community , experience sending business-wide communication is ideal
- Experience within education beneficial, but not necessary for the role
- An ability to influence change, remove barriers and create a culture of transparency and openness with an inclusive mindset
- Strong personal, administration and organisational skills including minuting of meetings, event organisation and diary management
- Ability to project manage and work to deadlines

Staff	N/A
Budgets	N/A
Date Updated	7th May 2021