

UKRI External Advisory Group for Equality, Diversity and Inclusion – recruitment process and criteria

Context:

UK Research and Innovation (UKRI), established on 1st April 2018, brings together the seven Research Councils, Innovate UK and Research England, and has a combined budget of more than £6 billion. UKRI is committed to developing and sustaining the research landscape for graduate students, researchers, practitioners and research and innovation staff. Integral to this is our commitment to equality, diversity and inclusion for our c. 7000 staff and for the research and innovation sector more widely. In order to assess, understand and draw on the levers available to us to make progress in the area, we are seeking to establish a high level external advisory group for equality, diversity and inclusion. We anticipate the group will comprise both national and international experts from across the public, private and charitable sectors. UKRI will work with the advisory group to identify and prioritise areas to boost equality, diversity and inclusion in the research and innovation sector in the UK.

UKRI has appointed Prof. Jennifer Rubin, Executive Chair of the Economic and Social Research Council, as the Executive Champion for Equality, Diversity and Inclusion. Prof. Rubin will chair the new external advisory group which aims to develop an ambitious but feasible strategy and action plan, lead a team to identify barriers and challenges for equality, diversity and inclusion, build knowledge of what works to improve outcomes in this area, and support the development and implementation of effective practices across the sector and internally for our own staff.

Timetable for recruitment

- Call opens Thursday 10th May 2018
- Call closes at midnight GMT Thursday 14th June 2018 (5 weeks)
- W/b 18th June 2018 – Office sift
- W/b 25th June 2018 – Candidate interviews
- W/b 2nd July 2018 – Panel decision letters issued/members confirmed;
- Early July 2018 – First external advisory group meeting.

Process

To apply, candidates should submit their completed application with a CV (limited to three sides) and covering letter (limited to two sides but shorter letters are welcome). Both the application form and the covering letter provide an opportunity for candidates to demonstrate how they meet the person specification set out below.

The selection process will consist of two steps:

Step 1

A sub-group of the UKRI Equality, Diversity and Inclusion Strategy and Implementation Group (SIG) will undertake an 'office-sift' to produce a short-list of recommended candidates working on behalf of the Executive Champion.

Step 2

A small panel chaired by Professor Jennifer Rubin as Executive Champion will interview candidates and at the final appointment stages, where applicants are as qualified on merit, the selection panel will seek to achieve a balanced membership in terms of, for example, diversity, expertise and experience.

Selection criteria

Members of the external advisory group will be selected based on the evidence provided against the following criteria:

- Essential:
 - Track record of a collaborative and responsive approach, and of demonstrating a commitment to making progress on equality, diversity and inclusion issues, with experience of improving outcomes
 - Ability to provide strategic, evidence-based insight and recommendations on equality, diversity and inclusion on one or more of the protected characteristics under the Equality Act 2010.
- Desirable:
 - Track record of leading or making an outstanding contribution to cultural and process change and improving outcomes for equality, diversity and inclusion in the research and innovation sector, or more widely
 - Knowledge of equality, diversity and inclusion activities being undertaken in the UK and internationally in relevant communities and networks within the research and innovation space and within equality, diversity and inclusion practice.

The selection of membership will also aim to:

- Secure a spread of expertise from national and international experts from across public, private and charitable sectors
- Ensure a diversity of membership
- Achieve an appropriate distribution across career stages
- Include a range of EDI subject expertise and practical experience of change and development in organisations

Appointments

Invitations to join the external advisory group will be made by the UKRI Champion for EDI, Professor Jennifer Rubin for an initial term of one-year. We anticipate a commitment from members to attend 4-5 half day meetings a year with an additional 1-2 days commitment for emails or teleconferences. Members will be reimbursed for travel and subsistence and in addition, paid an honoraria fee for attendance at meetings.

To apply

Please complete the [smart survey](#) by midnight GMT Thursday 14th June 2018.

If you have any questions then please contact Cheryl.hewer@ukri.org

2018 Equality, Diversity and Inclusion External Advisory Group Application

1. Introduction

UKRI complies with current data protection law in the UK and we process and handle personal information in accordance to this. The personal information that you provide on this form will only be used for the processing of your application and will only be viewed by UKRI staff and those who are part of the decision-making process. Your information will not be used/shared for any other purpose without your specific consent. UKRI reserves the right to publish and share anonymized aggregated information with stakeholders. From the 25 May, you can view the UKRI Privacy Notice at www.ukri.org/privacy-notice/

Please note that the application can be saved and returned to at a later point. Your save confirmation email will contain a link back to your application. This email may appear in your Junk email folder.

Please tick the box to confirm that you agree for UKRI to process the information you have provided.

Please complete all sections of the following application form. Questions marked with a red asterisk (*) are mandatory and you will not be able to move on until these questions are answered.

2. Guidance

There are four parts to this application. Please complete all fields and submit by midnight GMT Thursday 14th June 2018.

The four parts are:

- Nominee details – Basic information and contact details
- Personal qualities and experience – two text responses outlining why you consider yourself suitable for the role
- Curriculum Vitae – CV uploaded as a PDF and conflict of interest acceptance
- Diversity information

Assessment of your suitability for the post will be based on the information provided in the application form and your CV. At the final appointment stages, where applicants are deemed as qualified on merit, the selection panel will seek to achieve a balanced membership in terms of, for example, diversity, expertise and experience.

3. Nominee Details

Please fill this section in with your details.

Title: *

Full name: *

Current position: *

Current organisation: *

Contact address: *

Country (or equivalent) of principal residence if not as above. Please write N/A if the same as above. *

Day time phone number: *

Mobile number: *

Email address: *

4. Personal Qualities and Experience

The external advisory group will play an important role in advising on UKRI strategy for equality, diversity and inclusion over the coming months and years. Members of the external advisory group will be selected based on the evidence provided against the following criteria:

- **Essential:**
 - Track record of a collaborative and responsive approach, and of demonstrating a commitment to making progress on equality, diversity and inclusion issues, with experience of improving outcomes
 - Ability to provide strategic, evidence-based insight and recommendations on equality, diversity and inclusion on one or more of the protected characteristics under the Equality Act 2010.
- **Desirable:**
 - Track record of leading or making an outstanding contribution to cultural and process change and improving outcomes for equality, diversity and inclusion in the research and innovation sector, or more widely
 - Knowledge of equality, diversity and inclusion activities being undertaken in the UK and internationally in relevant communities and networks within the research and innovation space and within equality, diversity and inclusion practice.

The selection of membership will also aim to:

- Secure a spread of expertise from national and international experts from across public, private and charitable sectors
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- Include a range of EDI subject expertise and practical experience of change and development in organisations

Please demonstrate how you meet this criteria (500 word limit). *

Members are expected to work in teams and contribute their time and effort to address specific challenges. Using examples where possible, please explain the personal motivation, attributes, competencies, and other experience that reassure UKRI you would be a suitable member, including a statement about why you are interested in serving on the advisory group. Please also use the text box below to include any other information you think would be relevant to this application. There is a 500 words limit on this answer. *

5. Curriculum Vitae

Please attach a CV (no longer than 3 A4 pages) containing details of your professional qualifications, research, work experience, and/or other relevant experience to date. Please upload as a PDF file. The maximum file upload size is 10MB *

Personal conflicts of interest: Please note that, on appointment, members are required to declare all their interests on a publicly available register.

I confirm that the information I have provided is, to the best of my knowledge, true and complete. I confirm that I understand the purposes of the form and the reasons for the collection of my personal data.

I agree

Print name *

Date (dd/mm/yyyy) *



6. Diversity Information

Equal Opportunities Monitoring Form¹

In Confidence

Policy

UKRI is committed to promoting diversity and equal opportunities. Our intention is to reflect not only the letter but also the spirit of diversity and equal opportunities legislation and we oppose all forms of unlawful and unfair discrimination. Our aim is to have a diverse and well-motivated workforce where all colleagues are treated fairly. The same principles apply to advisory group membership.

Monitoring

You are asked to provide the information below because UKRI will monitor equality information for people who apply for roles and people who are appointed in roles (through additional monitoring) to ensure that policies and practices are fair and do not discriminate. The information will be treated as strictly confidential and used, in an anonymous way, for statistical purposes only.

Please complete all sections of this form.

Ethnicity: What is your ethnic origin?

Asian / Asian British

- Indian
- Pakistani
- Bangladeshi
- Chinese
- Any other Asian Background (write in):

Mixed / multiple ethnic groups

- White and Black Caribbean
- White and Black African
- White and Asian
- Any other Mixed/multiple ethnic background (write in):

Black / African / Caribbean / Black British

White

¹ This form has been based on the latest guidance and recommendations provided by the Equality Challenge Unit (<http://www.ecu.ac.uk/guidance-resources/using-data-and-evidence/monitoring-questions/>)

- African Irish
- Caribbean
- Any other Black/African/Caribbean background (write in):

- British/English/Welsh/Scottish/Northern Irish
- Irish
- Gypsy or Irish Traveller
- Any other White background (write in):

Other Ethnic Background

- Arab
- Any other ethnic group (write in):

-
- Prefer not to say

Gender**I am:**

- Male
- Female
- Prefer not to say

Is your gender identity the same gender you were assigned at birth?

- Yes
- No
- Prefer not to say

Age**What is your date of birth?**

Date/month/year

- Prefer not to say

Religion or belief**What is your religion?**

- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Spiritual
- No religion
- Prefer not to say
- Any other religion or belief (write in)

Sexual orientation**What is your sexual orientation?**

- | | |
|--|--|
| <input type="checkbox"/> Asexual | <input type="checkbox"/> Heterosexual / straight |
| <input type="checkbox"/> Bi/bisexual | <input type="checkbox"/> Queer |
| <input type="checkbox"/> Gay man | <input type="checkbox"/> Other |
| <input type="checkbox"/> Gay woman / lesbian | <input type="checkbox"/> Prefer not to say |

Disability

Do you have an impairment, health condition or learning difference?

- | | |
|-------------------------------|--|
| <input type="checkbox"/> Yes* | <input type="checkbox"/> Unsure |
| <input type="checkbox"/> No | <input type="checkbox"/> Prefer not to say |

Please note the Equality Act considers a person disabled if they have a physical or mental impairment or disability that has lasted, or is likely to last, at least 12 months which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities.

*If you wish to discuss any reasonable adjustment(s) you may require, please respond to the relevant contact.

Thank you for completing this form
