

## JOB DESCRIPTION

<b>JOB TITLE</b>	HR Manager - Equality, Diversity & Inclusion
<b>TYPE OF CONTRACT</b>	Full-time, one year fixed-term contract starting asap
<b>DEPARTMENT</b>	Human Resources Department
<b>RESPONSIBLE TO</b>	Head of HR
<b>RESPONSIBLE FOR</b>	None
<b>GROSS ANNUAL SALARY</b>	Up to £38,000
<b>KEY WORKING RELATIONSHIPS</b>	HR department, LAMDA senior management, line managers, and all staff across the company
<b>HOURS OF WORK</b>	35 hours per week; 9:30 am to 5:30 pm plus the availability to work evenings and weekends
<b>HOLIDAY ENTITLEMENT</b>	28 days per year plus Bank days;  In addition, you're entitled to Christmas closure days and service entitlement of five days
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 3 months
<b>HOLIDAY ENTITLEMENT</b>	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
<b>PENSION</b>	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
<b>BENEFITS</b>	You are eligible for the following benefits:
<b>(1) GROUP LIFE ASSURANCE</b>	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
<b>(2) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket
<b>(3) EMPLOYEE ASSISTANCE PROGRAMME</b>	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week.

## **Purpose of the post**

- To work closely with the Head of HR in supporting the development, implementation and embedding of the equality, diversity, and inclusion (EDI) strategy and action plan across the Academy
- Integrate the principles and practice of EDI into everyday work to achieve a positive, equal, and open culture.
- Supporting on the people management aspects of the EDI strategy and action plan, including the principles of fair selection and promotion.

## **DUTIES & RESPONSIBILITIES**

- To develop and deliver EDI strategy and action plan in unification with the Anti-Racism action plan for all staff at LAMDA
- To improve the experiences of Global majority staff and to work towards them being proportionately represented across the company
- To develop and maintain strong working links with staff groups, which fall under protected characteristics including but not limited to ethnicity, race, disability, gender, or sexual orientation (e.g. BRAG, LGBTQ, Women's network and Disability forums).
- Work with the Marketing and communications team to deliver internal and external awareness raising campaigns, including celebration of achievements in the arena of EDI.
- Collaboratively working with Student and Academic services and other student facing roles across the organisation on wider EDI strategy
- To organise training and development initiatives surrounding Equality, diversity and inclusion
- To chair and play an active role in EDI committee meetings and in bringing together the teaching and admin workforce and the student body together.
- Assist the Head of HR in formulating and revising HR policies and procedures keeping in line with the legislative requirements
- Up keep of staff handbook
- Manage in-house, end-to-end recruitment processes cost efficiently where needed
- Deputise for Head of HR where necessary and in attendance to committee meetings
- To undertake special projects as and when needed
- Any other reasonable duties as directed by the Head of HR

## Person Specification

### Experience, Knowledge and Skills

- Proven experience of delivering a diversity and inclusion strategy, including identifying, developing, and implementing successful initiatives to improve outcomes including those of Global majority staff
- You will have knowledge of current issues, policy, and best practice in relation to EDI preferably in higher education
- Excellent record of engaging with a wide range of colleagues: building and maintaining productive working relationships to achieve change
- You will provide advice, guidance and support on EDI matters
- Experience of identifying, developing, delivering, evaluating, and commissioning equality, diversity, and inclusion training
- Experience of successfully delivering EDI policies and practices which improve engagement with and acceptance of the principles and practice of inclusion
- Proven experience of proactively working on own initiative, managing, organising, and prioritising workload
- Ability to work autonomously and flexibly
- Discreet and tact
- Excellent interpersonal, written and verbal communication skills
- Empathy and compassion

**Successful applicants would be required to go through an 'Enhanced Disclosure'. Expenses will be met by the Academy.**

***This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.***

## ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

# LAMDA

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.