

University of London

Human Resources Department

Service Level Descriptions

Equal Opportunities/Diversity

The Objective of the Service

To ensure adherence, embedding and commitment to policies on equal opportunity, diversity and dignity at work.

Promote best practice in staff leadership and management.

Ensure at minimum compliance with Equalities legislation.

Human Resources will:

General:

- Promote Equality and Diversity throughout Goldsmiths
- Maintain computerised records of diversity including gender, ethnicity and disability for all applicants and current staff
- Provide statistical analysis on this data whilst adhering to the Data Protection Act
- Advise on fair treatment in recruitment and employment
- Promote, monitor, advise and lead on the development of Equal Opportunities/Dignity at Work/Diversity policy and practice
- Keep updated on changes in discrimination law and its impact on Goldsmiths employment practices
- Oversee and monitor implementation of the Equal Opportunities action Plan
- Ensure servicing of the Equalities and Diversity Committee of Council

What we need from the Department and other stakeholders:

General:

- Adhere to and promote equal opportunities and dignity at work
- Ensure all departmental staff are aware of equality principles and given the opportunity to attend any training
- Consult with HR staff on queries relating to the implementation of equal opportunities/diversity policy
- Awareness of the principles of dignity at work and in the learning environment, anti-harrassment/bullying and the action managers should take.

December 2009