Diversity & Inclusion – A Roadmap to Success

1. Review your data

- Review numbers of your staff by grade and protected characteristic
- Share information on your characteristics with the University to inform our activity and help us to identify gaps and measure progress
- Monitor progress and share actions that have resulted in positive impact
- Move beyond the numbers – consider the experience of different staff groups

2. Take accountability

- Communicate the benefits of a diverse workforce and an inclusive working environment
- Consider the system of leadership in your area and how you might share accountability with your direct reports/middle managers
- Ensure diversity of representation on all working groups/committees and interview panels
- Embed into success measures/key performance indicators/Staff Review objectives where possible
- Critically review your own area from a diverse user perspective identifying where you might build inclusion
- Include in your annual reporting, acknowledging challenges, sharing good practice and celebrating success

3. Raise awareness

- Ensure all employees are aware of how unconscious bias can impact in the workplace
- Targeted interventions to address specific areas – for example, workshops on inclusive behaviour, cultural awareness
- Provide mentoring and sponsorship
- Consider your own awareness of the diverse needs and concerns of your staff
- Consider visible ways to celebrate diversity in your work environment
- Consult and collaborate with the central EDI Team and Staff Networks as appropriate

4. Examine recruitment

- Reject non-diverse shortlists
- Draft job specifications in a more inclusive way
- Access resources available through the Diversify initiative to improve representation of marginalised groups across all levels of our workforce
- Incorporate questions on diversity and inclusion in the interview question set for senior/management roles
- Consider targeted advertising to reach a wider talent pool – for example, through social media or using local radio
- Use apprenticeships to improve diversity
- Ensure that web sites and recruitment materials show a diverse environment

- Based on the roadmap for success included in the McGregor-Smith Report: Race In The Workplace
- Contact the Staff Inclusion Team