

## GUIDANCE ON THE USE OF POSITIVE ACTION STATEMENTS IN JOB ADVERTS

The Equality Act 2010 sets out positive action provisions to allow an employer to take steps to encourage people from an under-represented group to take advantage of opportunities for employment. Taking such steps is subject to certain conditions, including having the objective to reduce the under-representation in the employer's workforce. The steps can include measures to encourage or train people from an under-represented group to apply for jobs.

The University has 2 positive action statements to encourage job applications from :-

- Black, Asian and Minority Ethnic candidates, candidates with disabilities, and female candidates;
- For Grade 7 and above roles – we specifically encourage female candidates to apply.

### THE UNIVERSITY'S COMMITMENTS

We have made a commitment through our Strategic Equality Plan 2020-2024 to predominantly focus on work around gender and ethnicity equality. Our evidence base tells us that we are underrepresented particularly in the areas of gender equality of our senior academics, and ethnicity across our staff body.

### EVIDENCE BASE

The evidence which has led us to formulate these positive action statements has been through:

- Consultation meetings with key staff members and stakeholders;
- Comprehensive equalities data analysis in relation to our staff and students;
- An analysis of staff equalities data in relation to the Sustainability Implementation Plan 2016-2020;
- Institutional Athena Swan Bronze award action plan;
- Advance HE's 'EDI in the curriculum' project with AU;
- The 'Is Our University Too White?' report written by AU colleagues in October 2019;

### POSITIVE ACTION STATEMENTS TO BE USED IN JOB ADVERTS

We welcome applicants from all backgrounds and communities, and in particular those that are currently under represented in our workforce. This includes, but is not limited to, Black, Asian and Minority Ethnic (BAME) candidates, candidates with disabilities, and female candidates.

For Grade 7 and above roles – additional sentence to be included:

We specifically encourage female candidates to apply for this post as they are currently underrepresented at this level in our organisation.