



Excellence
Through
Inclusion.

Dignity at Work Contact Role Description

Role Title: Dignity at Work Contact

Purpose of the Dignity at Work Network

Dignity at Work Contacts play a vital role in promoting a positive University environment in which people are treated fairly and with respect, and encouraging all university staff and students to play a role in creating and maintaining an environment in which harassment, bullying, victimisation and any other forms of discriminatory behaviour are understood to be unacceptable forms of behaviour. This is a voluntary role, which will be undertaken alongside the Dignity at Work Contacts' primary roles.

The network of contacts is intended to ensure that all staff have access to clear supplementary information to enable them to address difficulties in the workplace. As well as providing information to individuals, Dignity at Work Contacts will meet as a network to identify common concerns and contribute to the development of positive and preventative action to improve communications and relationships between and amongst University staff.

Duties of the Dignity at Work Contact:

- Enable individuals and groups to access information available to them if they believe themselves to be the subject of harassment or bullying.
- Provide a friendly supportive environment to individuals who are distressed by concerns about harassment and bullying
- Provide information and a friendly supportive environment to individuals whose behaviour has been challenged as harassing or bullying.
- Identify allegations which may be beyond the remit of the role and refer these cases as appropriate.
- Maintain brief notes of any information given, keep these securely and provide feedback to the Dignity at Work Contacts Network Co-ordinator as required.

- Raise awareness of the Dignity at Work Principles and the support available for staff experiencing harassment or bullying.
- Attend quarterly training and network meetings.
- Develop a positive working relationship with other departments, in particular Human Resources

Required skills and abilities

- excellent interpersonal skills
- excellent listening skills
- ability to work autonomously, with appropriate regard for the safety of self and others
- ability to maintain confidentiality
- ability to deal calmly with emotional upset
- ability to work with people from diverse backgrounds
- impartial and unbiased
- hold a good understanding of the University context