



DIGNITY ADVISER SELECTION PROCESS

The Dignity at Nottingham policy is aimed at engendering a positive workplace and learning environment. We hope that this is the experience that our colleagues and students will achieve, however, we recognise that from time to time things might go wrong and in those instances our colleagues and students should have the confidence to raise issues in the knowledge that their concerns will be dealt with appropriately and fairly.

Supporting the [Dignity at Nottingham Policy](#) is a network of Dignity Advisers, who work on all UK campuses and come from a wide range of disciplines/roles. Dignity Advisers are approachable members of staff who offer a well-informed listening ear to colleagues and students who feel they are being bullied, harassed or victimised, and who want help to resolve their situation, often informally. The role of the Dignity Adviser is to actively listen to issues and explore options openly to help form a plan of action. Advisers are not expected to take responsibility for solving issues, their role is to support the individual to understand their options to help themselves.

Dignity Advisers work within the University's Dignity at Nottingham Policy, to give individuals support and confidence to address harassment, bullying and victimisation.

1. Application timeline

Colleagues will be invited to apply for the Dignity Adviser role from 1 to 31 May 2019. As part of the application process, colleagues will be asked to complete the [application form](#), providing a supporting statement (no more than 500 words in length) setting out the skills and experience they will bring to the role. If you are unable to access the online form, please contact br-dignity@nottingham.ac.uk.

The deadline for applications may be extended if further Dignity Advisers are required.

2. Selection

Applications will be reviewed by the HR team. Colleagues that demonstrate the required level of experience and skills will be invited to an informal meeting to discuss the role and to ask questions they may have, as it is important that colleagues clearly understand the commitment required in taking up this role. The outcome of the meeting will be highlighted to colleagues and their line managers. Colleagues that have been successful in securing the role will be asked to confirm their acceptance of the role.

3. Duration of role

There are a number of expectations and responsibilities set out in the Dignity Adviser role description. If it is felt that a Dignity Adviser is not meeting those expectations and

responsibilities, we will work with the colleague to see if another colleague could take the role on.

4. Commitment.

The role of a Dignity Adviser is taken on a voluntary basis in addition to your contracted role, which involves a commitment of both time and effort. It is very difficult to quantify how much time this role will require, as this will be dependent upon demand. It is therefore important that the Dignity Adviser provides regular updates to their line manager with regards to their time spent in this role. There will be a requirement to complete regular feedback (maintaining confidentiality) regarding interactions to the Head of HR Business Partnering who will be able to support Advisers in all aspects of the role. The time spent by Dignity Advisers will be reviewed to ensure that it remains reasonable, where this is deemed to be excessive we will liaise with the colleague and their line manager to address this.

5. Training

Successful candidates will be required to undertake mandatory training before taking up the role of a Dignity Adviser. Participation in training events and networking meetings organised by the University or other bodies will also be required where appropriate.

6. Role Description

The Dignity Adviser role description sets out the expectations and responsibilities for this role.