

University Athena Swan Self-Assessment Team

Terms of Reference

Membership

Dean of Equality, Diversity and Inclusion (Co-chair)
Executive Director of People Services (Co-chair)
Deputy VC and Provost
Faculty Directors of EDI
Head of EDI, People Services
Head of Talent Acquisition, People Services
Senior Internal Communications Manager
Representative from University Colleague and PGR Networks
NUSU Welfare & Equality Officer
Strategic Projects Lead, OD, People Services
PS Adviser (Race Equality & Accreditation)
PS EDI Training Lead Officer
PS EDI Adviser - Secretary

Role of Group Members

- To communicate and champion Athena Swan work and Charter with colleagues within their Department, Faculty and area of work/influence.
- To actively contribute to the work of the SAT and attend events and training organised by the group.
- To maintain confidentiality in respect of personal information including data
- To attend all meetings where possible and nominate a substitute if they cannot attend

Objectives

- To ensure the University adheres to the Advance HE Athena Swan Principles and senior leaders' commitment ([Athena Swan Charter | Advance HE \(advance-he.ac.uk\)](#))
- To develop and implement strategies and policies to meet the University's objective of addressing gender equality and equity
- To support a coordinated University approach to the preparation and submission of applications to the Athena Swan Charter
- To monitor application progress and consistency
- To provide a forum for the sharing of best practice from within and outside the University
- To develop effective communication and engagement plans to embed Athena Swan principles across the University
- Ensure we work with other HEIs in both our continual sharing and learning
- To measure the effectiveness of University communication and engagement plans and of Athena Swan work undertaken
- To collect, analyse and coordinate equality and diversity data (quantitative and qualitative) in order to support actions and activity relating to the Athena Swan action plan
- To consider the intersection of gender, ethnicity and other protected characteristics in terms of underrepresentation across the University and ensure all actions and initiatives developed are reflective of this
- Continue to support and sponsor other policies, practices and processes relating to the promotion of gender equality

April 2021

- To explore the short and long-term impact of Covid-19 and its repercussions on career progression, recruitment and work-life balance

Meetings and Minutes

Meetings will take place bi-monthly but may be held more frequently in the lead up period to submission.

Meetings will be minuted and distributed within 14 days. Minutes will be published on the University EDI website.

12th April 2021