

Dphil Athena Swan Representative sought:

The roles of Reps help us ensure that the Athena Swan committee is representative across job roles and also seniority. It's a valuable opportunity to contribute to the department, ensure DPhil representation and sit on a decision making committee. Applicants will need to demonstrate their ability to report back to the group they represent.

The DPhil Rep would ideally be 1st or 2nd year (or PT equivalent) to support current DPhil Rep Michelle Yeung.

Early & Mid-Career Researchers Group

The early & mid-career researchers (EMCR) group is open to everyone in the department. Most EMCRs are grade 6-8 and in an academic or research related role. The group organises career development and networking activities throughout the year. This is a chance for EMCRs to discuss topics of importance, hold Q&A with senior staff, access development and training opportunities as well as giving the opportunity for EMCRs to build a network across the Department, and meet socially.

The EMCR group is represented at various other Departmental and Divisional committees by a **Representative Group**. The EMCR Representatives meet on a quarterly basis to share news across committees, help organise and plan the EMCR meetings and activities, and ensure that EMCR interests are best represented across NDPCHS. The current group members are:

Lauren Bandy: Chair of the EMCR group

Katherine Tucker: EMCR training and development lead

Charlotte Albury and Claire Friedemann Smith: EMCR Reps for Athena Swan Self-Assessment Team

Nicola Lindson: Department Representatives on the MSD Research Staff Forum

Rebecca Barnes: EMCR Department Advocate and EMCR Rep for the Department Research Committee

EMCR Representatives Sought

The representatives group are recruiting for the following positions:

- Deputy Chair of the EMCR group (planned one-year position before transitioning to Chair)
- Administrative support – to support the organisation of EMCR group events, including room bookings, communication to the group by email, meeting minutes and management of the intranet page
- Social representative – to lead the organisation of termly social events for the EMCR group
- EMCR representative, Athena Swan – maternity cover until summer 2024. For more details on [the Athena Swan Self-Assessment Team \(SAT\)](#)

Further details of each role and committee are given below. Please outline your expression of interest in no more than 200 words in an email to Kathryn.Ungerer@phc.ox.ac.uk by 30 November. Candidates will be shortlisted by members of the Representative Group and then invited for an informal conversation before final decisions are made.

About the Deputy Chair role

The Deputy Chair of the EMCR group will work with the Chair to lead on the organisation of the EMCR group. Including championing EMCR matters in the department and supporting EMCR

networking through events and activities. Examples of recent EMCR activities include 'Research not Romance: EMCR Speed Dating Lunch', 'Careers in the Civil Service panel discussion' and 'EMCR Summer Writing Retreat'. Support is provided by a new administrative role and for larger events or Athena Swan related activities support is available from the Core Admin Team. The Deputy Chair will also represent the Department at the MSD Research Staff Forum sessions, which are held 1-2 times per term and include training and networking opportunities. The idea is that over the year, the Deputy Chair will learn about how the Department is structured and how EMCRs are represented, and transition to take over as Chair of the EMCR Group.

About the administrative support role

Your role is key in keeping the EMCRs connected! From keeping EMCRs up-to date via email by managing the mailing list to ensuring the intranet page is kept up to date, you will also help connect EMCRs through events. You will be able to contribute ideas for EMCR events and support the event organisation such as room booking and sending out invites. You'll act as secretary for the EMCR Representatives group, taking minutes and organising termly meetings.

About the social representative role

The social representative will have creative freedom over networking and social events, both inside and out of the Department. Activities will need to be within the Department's framework and budget. Previous examples include networking coffee mornings and seasonal events.

About Athena Swan Self-Assessment Team (SAT)

The NDPCHS Athena SWAN SAT are the first department in the University of Oxford to hold a Gold award. The group works together drive forward practical steps towards the advancement of equality in the department with a focus on gender equality. They are responsible for substantial self-analysis, and will strive to ensure that the principles of Athena SWAN are embedded throughout the culture of the Department. The roles of Reps help us ensure that the Athena Swan committee is representative across job roles and also seniority. It's a valuable opportunity to contribute to the department, ensure your group's representation and sit on a decision-making committee.

The SAT will meet at least 4 times per year and will report to the People and EDI Committee via the Associate Head for People EDI.

Details of the current SAT can be found here: <https://www.phc.ox.ac.uk/intranet/better-workplace-groups-committees-open-meetings/athena-swian-sat-bwp>

Ola Borek was EMCR Rep on the Athena Swan SAT for during the last application. She shares the benefits and outlines the commitment of being an EMCR rep:

The EMCR reps at the Athena Swan SAT act as a link between the EMCRs and the SAT. As such they raise any topics of importance to EMCRs at the SAT meetings, and they relay the SAT discussions to EMCRs. This mostly involves attending the meetings of the SAT (4 times per year) and the EMCR group. The reps also have a role in ensuring that steps are taken to address the EMCR-related actions included in the Athena Swan action plan. The role is shared by two EMCR reps so there is some flexibility regarding time required and meeting attendance. Being a rep can benefit the role-holder as well, for example, by getting to know other people in the Department (in other groups and also more senior academics) and learning how departmental committees work. It also helps gain insight into the various initiatives being discussed and taken in the Department, and it provides an opportunity to introduce new initiatives to improve the equality and working conditions in the

Department. Last but not least, it is a good example of academic citizenship which may help the CV and career progression for EMCRs.