**NDPCHS Athena SWAN Self-Assessment Team (SAT)**



**Terms of Reference TOR**

**Athena Swan SAT**

The NDPCHS Athena Swan SAT work as a group to drive forward the development and improvement of practical steps towards the advancement of equality.  They will be 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 SAT works together with the working groups to enhance working life for all staff and students and to encourage engagement and inclusion. It will meet at least 4 times per year and will report to the Department People and EDI Committee via the Deputy Head for People, EDI. All members of the SAT are expected to uphold the Athena Swan principles in the department and champion equality, diversity and inclusion by contributing to the working groups.

**The SAT will be responsible for:**

* Overseeing, guiding and preparing for submission of the Department’s Athena Swan award applications
* Implementation and monitoring of the Athena Swan action plan, as well as measuring progress of the actions within it
* Overseeing and ensuring appropriate staff and student consultation. Including distribution and analysis of pulse surveys, staff and student biennial surveys
* Take practical steps through consultation, recommendations and actions to further equality, and diversity in the department and promote an inclusive working culture
* Coordinating data collection and analysis
* Share good practice from our Gold award with the rest of the University and other departments nationally

**SAT Membership – updated 2023**

SAT membership comprises of a chair and deputy, working group leads, staff representatives and key staff members. Chair, deputy and working group leads will serve a term of five years to ensure continuity throughout the duration of an Athena Swan award. If at the end of the term they wish to be re-appointed they may only do so after the post has been opened to all department members and the SAT agrees their re-appointment. Where a deputy has been appointed it is expected that they will lead the next round once the current member has stepped down.

The role of representative is appointed by those they represent and may hold a shorter term depending on the group’s wish. This is to be reviewed a minimum of every five years. Roles held due to job role are to be reconfirmed in SAT membership each application round they currently include:

* Head of Department
* Head of Administration
* Head of HR
* HR Operations Manager
* Head of Communications
* Engagement and Projects Manager (Secretary)

The Medical Sciences Division Athena SWAN Advisor will also be invited to attend SAT meetings.

Among the SAT membership will be a balance of clinical and research specialist (non-clinical) researchers; professional and support staff including the Clinical Trials Unit; early and mid-career researchers; senior academic colleagues; and an appropriate gender balance. It is the responsibility of the Athena SWAN lead and Deputy Lead(s) to ensure that this balance is appropriate in the context of the Department’s overall staffing.

**‘Core’ working groups – updated 2023**

To support its work, the SAT will work through a small number of ‘core’ groups. These are:

* Bullying and Harassment (Kathryn Ungerer)
* Data monitoring (led by James Sheppard)
* DPhil Group (reps Michelle Yeung and Lucy Goddard)
* Early and Mid-Career Researchers (reps Charlotte Albury and Claire Friedemann Smith)
* Personal Development (led by Kamal Mahtani)
* Communications and Engagement, which will be a cross-cutting group, supporting each of the working groups listed above. (Jo Gearing and Kathryn Ungerer)

 ‘Core’ groups will:

* Be supported by the Departmental Engagement and Projects Manager.
* Meet termly.
* Ensure effective monitoring and measurement against agreed actions.
* Report progress, successes and challenges to each meeting of the SAT.

Where a ‘core’ group is not already in existence, it is the role of the lead, supported by the Engagement and Projects Manager, to consider how best to consult and engage colleagues.

**Decision Structure**

The SAT reports to the People & EDI Committee through the Associate Head for People, EDI who sits on the SAT.

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