ATHENA SWAN: “MOMENTUM” ACTION PLAN

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Promote the Department’s recruitment strategy:
- Gathered field exercise for all jobs
- Convene search committees for senior and/or niche roles
- Encourage the use of social media and online advertising methods among hiring managers
- Commit to gender representation on shortlisting and interview panels
- Aim for gender representation in job applications

Message

Athena SWAN self-assessment (ASSA) groups are taking positive action to:
- Reinforce the Athena SWAN principles
- Communicate the reasons behind the initiative and its importance
- State our goals
- Publicise our achievements

Measuring

Continue to assess the impact of our initiatives:
- Measure changes in opinion through annual staff and student survey
- Collect and analyse data on staff profiles in Units
- Record and review outcomes and feedback from fellowship applications
- Ensure exit interview data is acted upon, where appropriate, in order to reduce turnover and retain talent

Enabling

Foster a culture of personal enablement:
- Promote different modes of flexible working (capture case studies related to flexible working patterns)
- Create a supportive environment for those returning to work
- Promote ‘output’ rather than ‘hours sat at the bench’ and embed this philosophy through training of managers during the probation period
- Appropriately utilise reward and recognition schemes

Engagement

Encourage participation in events to ensure sustainability and embed cultural change:
- Support staff and students by providing forums for the exchange of ideas related to our action plan, e.g. focus groups
- Put in place a system for obtaining regular feedback, particularly for discussion at ASSA group meetings

Outreach

Change thinking to increase participation by currently under represented groups in science:
- Ensure there is gender balance and participants from a broad range of career stages involved in outreach activities.
- Target underrepresented schools and colleges in outreach activities.

Opportunity

Provide opportunities for professional and personal development for staff and students:
- Encourage participation in mentoring schemes
- Ensure managers lead on post-PDR actions
- Advertise, actively promote and facilitate participation on training courses, e.g. Principal Investigators Programme
- Promote the annual URL/AP/RoD exercises
- Encourage effective succession planning and capacity building
- Provide students with opportunities to present their work and attend conferences

Transparency

Establish a culture of openness, by publicising governance structures and ensuring transparency of decision making criteria and processes:
- Publish committee membership and remit, where gender balance does not exist, invite female/male staff to join senior committees.
- Publish meeting minutes on relevant website (redacted where necessary)
- Communicate changes and achievements using multiple channels, e.g. posters, webpages, social media.