# RDM Equality Diversity and Inclusion (EDI) Academic Lead

 **ROLE DESCRIPTION**

**OVERVIEW OF ROLE**

The Radcliffe Department of Medicine (RDM) aims to foster an inclusive culture which promotes equality and values diversity. RDM currently holds a silver Athena Swan award and will be applying for its next Athena Swan award in 2025.

The RDM EDI Academic Lead will provide academic leadership for the Department’s Equality, Diversity and Inclusion activity. The role-holder will be highly committed to continuing to embed best practice in equality and diversity across RDM, providing an inclusive vision and strategy across equalities areas, along with the leadership essential to implement lasting, effective change. The RDM EDI Academic Lead will work closely with the Head of Department, the Heads of RDM Divisions, the RDM EDI Committee, the EDI and Strategic Projects Facilitator and the Head of Administration and Finance to support a cohesive ‘one Department’ approach to Equality, Diversity and Inclusion.

The RDM EDI Academic Lead will be a member of the RDM Senior Leadership Team (SLT), through which they will ensure (and support the Head of Department in ensuring) that EDI considerations are embedded in strategic planning and wider decision-making in relation to the academic mission and operations of the Department.

For more information about Athena SWAN please see: <https://www.advance-he.ac.uk/equality-charters/athena-swan-charter>.

Useful material on EDI at the University may be found in the [University of Oxford Equality Report 2021/22](https://edu.admin.ox.ac.uk/equality-report).

**KEY RESPONSIBILITIES**

1. Chair the RDM EDI Committee, which also acts as the Athena Swan Self-Assessment Team (SAT).
2. Lead the development of EDI strategic thinking across RDM, involving as wide a range as possible of staff and students in reflection and debate on issues of equality, diversity and inclusion.
3. Be an engaged member of the RDM Senior Leadership Team (SLT), report regularly to the SLT on EDI matters and as required to the Medical Sciences Division and other university committees and networks.
4. In close liaison with the EDI Facilitator, lead the work of the RDM EDI Committee in writing Athena Swan applications.
5. Develop an annual Athena Swan action plan, with clear measurable goals, and engage in regular review and evaluation.
6. Take ownership of appropriate Athena Swan/EDI Actions from the Athena Swan action plan.
7. Facilitate EDI initiatives proposed by relevant departmental working groups/committees (e.g. Researcher Association, Career Development Committee, Mentoring Committee)
8. In collaboration with the EDI Facilitator and staff networks, plan actions to support the wellbeing and job satisfaction of all RDM staff at all career stages.
9. Participate in recruitment panels for senior departmental posts where appropriate.
10. Role-model best practice with regards to EDI to other members of the Department.

### Candidate profile

1. A strong advocate for equality, diversity and inclusion, committed to leading and implementing effective change.
2. A senior academic/researcher or equivalent in RDM with a contract of employment with the University of Oxford for at least the length of the first term of appointment to this role.
3. Take a collaborative approach, build consensus and lead by doing.
4. Deliver departmental communications activity (written and in person)
5. Able to attend regular meetings.
6. Committed to remain in this role until at least the next RDM Athena Swan application (in 2025).

### Selection criteria

1. A demonstrable commitment to advancing equality, diversity and inclusivity.
2. Knowledge of equality, diversity and inclusion issues within Higher Education and the NHS.
3. Evidence of leadership ability in EDI or other relevant areas.
4. Demonstrable ability to develop consensus and promote change.
5. Experience of committee participation, ideally including experience of chairing.
6. A collegiate approach to developing policies and resolving problems.

Responsibility allowance

This position carries with it an academic responsibility allowance of £6,500 pa, which will be up uplifted annually by the agreed cost of living increase. Allowances for responsibilities which are for longer than three years from the outset are pensionable in accordance with USS rules.

Length of appointment

The appointment will be for a minimum of three years in the first instance, renewable for a further two years, as agreed with the appointee, and may be renewed for a similar period. The start date is negotiable but it is hoped that it will be as soon as possible.

### Application process

It is strongly recommended that interested applicants talk informally to RDM’s EDI Facilitator, Charlotte Smith (charlotte.smith@rdm.ox.ac.uk).

Please send an application letter addressing the selection criteria (two pages max), with a full CV and confirmation of support for your application from your line manager (as this role which is expected to be undertaken alongside existing duties), to the RDMS HR team (rdm-strategic-hr@rdm.ox.ac.uk), **by noon on Monday 19 June 2023**. Shortlisted applicants will be asked to interview.

19.05.23