

## **Radcliffe Department of Medicine Career Development Committee: Terms of Reference**

### **Purpose**

1. To ensure effective career development support for all staff across the Radcliffe Department of Medicine (RDM).

### **Role**

2. Deliver actions relevant to career development objectives identified in RDM's five-year strategic plan
3. To drive the ongoing development and implementation of the Department's response to the University's Concordat to support the career development of researchers: Action Plan 2022 - 2025
4. To drive the ongoing development and implementation of relevant actions in the Department's Athena SWAN Sliver Action Plan.
5. To drive the development and implementation of relevant actions to support the delivery of the University's Technician Commitment plans as they evolve.
6. To drive the development and implementation of relevant actions to support the Department's response to new Divisional and/or University policies or initiatives relevant to career development of staff.
7. To act as a staff consultation forum to identify issues and needs of different staff groups.
8. Identify learning and development needs and career support needs for staff within the Department.
9. Where appropriate develop and deliver initiatives to address learning and development needs and career support needs of staff within the Department such as training, workshops or networking activities and/ or ensure effective sign posting to existing support and/or resources
10. Provide a link to the Medical Sciences Division Research Staff Forum and ensure effective two-way flow of information via cross representation.

### **Governance**

11. The CDC will report to RDM's EDI Committee.
12. The Chair of the CDC will attend the EDI Committee and provide regular updates on the CDC's activities to the EDI Committee. The Chair will make recommendations to EDI Committee regarding actions or activities that should be taken forward by the Committee.
13. The EDI Committee may identify relevant actions which should be taken forward through the CDC.

### **Frequency of meetings and ways of working**

14. The CDC will aim to meet Termly.
15. The CDC meetings will be a mixture of virtual and in person.
16. Members will also be expected to lead on, and/or participate in, the development and delivery of activities and initiatives outside the normal meeting cycle.

### **Membership and duration**

17. The CD will be Chaired by a senior member of academic staff who will also act as RDM's Departmental Advocate for Research Staff.

18. The membership will include the Department’s Research Staff Representative to ensure effective cross-representation and two-communication with the MSD Research Staff Forum.
19. The membership will be drawn from across RDM’s Divisions, including people at a range of different career stages and in different job roles including research (basic and clinical), technical professional and professional services. Wherever possible the aim will be to achieve a gender balance in the membership.
20. To ensure maximum opportunities for engagement with a range of views and perspectives, the duration of membership is not anticipated to exceed three years.
21. Opportunities to join the CDC will be advertised openly.

### Secretariat

22. The secretariat will be provided by the RDM Strategic Team.
23. The secretariat will be responsible for organising meetings, circulating papers and taking minutes.

### Version control

Version	Description	Author	Approved
V1	Document created	Sarah Ball, Head of Strategic Research Development	CDC 23/04/24