# Medical Sciences Division - Role Description

# Associate Head of Division for Equality, Diversity and Inclusion (EDI)

## Introduction

The Medical Sciences Division aims to foster an inclusive culture which promotes equality and values diversity. As the Associate Head of Division for Equality, Diversity and Inclusion, you will be part of a [small academic leadership team](https://www.medsci.ox.ac.uk/about/the-division/academic-leadership) supporting the Head of Division, Professor Gavin Screaton and the current Deputy Head of Division, Professor Helen McShane. Collectively this team is responsible for the development and oversight of divisional activities.

You will be highly committed to continuing to embed equality and diversity across MSD, providing an inclusive vision and strategy across equalities areas, along with the leadership essential to implement lasting and effective change. You will work closely and collaboratively with the full-time MSD Athena Swan Facilitator and other Associate Heads of Division, EDI and research culture leads across the Division, and serve as Chair for the EDI Steering Group. You will also work alongside the Divisional Advocate for Research Staff, and the 16 departments of MSD, supporting efforts to share good practice, knowledge and expertise across the Division.

This appointment is open only to internal applicants holding an existing contract of employment with the University of Oxford. All applicants will need the support of their Head of Department to take on this role which is expected to be undertaken alongside existing duties.

A schedule allowance is payable (Schedule IV, currently £10,853), and the expected duration of this role will be three years in the first instance, with periodic reviews.

## Key duties and responsibilities

1. Lead the development of strategic thinking on equality and diversity in the Division
2. Reporting regularly to the Medical Sciences Board and Finance, Research, and General Purposes Committee. Advise the Division on the equality and diversity implications of policy-making, push EDI actions at a divisional level, and work to promote and support systemic cultural change.
3. Build on work done so far to involve as wide a range as possible of staff and students in reflection and debate on issues of equality and diversity. Raise the profile of EDI activity across the division, specifically that at divisional level.
4. In collaboration with the Athena Swan and EDI Facilitator, Research Culture Facilitator, and staff networks plan actions and activity to support the wellbeing and job satisfaction of staff at all career stages
5. Collaboratively with the EDI Steering Group develop and put forward an annual action plan, with clear, short/medium/long-term goals so as to expedite practical outcomes, and engage in regular review and evaluation, including an annual update on progress in the division
6. Ensure that the voices and perspectives of students are embedded in all equality work, by working or consulting directly with students and student representatives and the incoming EDI lead for the Medical School.
7. Liaise with the MSD Development team to promote fund-raising for EDI activities, including PGT and PGR scholarships targeted at underrepresented groups
8. Through representation on central committees (eg. the Institutional [Equality and Diversity Panel](https://edu.admin.ox.ac.uk/equality-and-diversity-panel)), inform and advise the equality and diversity work of the University, ensuring MSD-specific input

## Candidate profile

1. Passionate advocate for equality and diversity, committed to developing and implementing effective change.
2. A senior academic/researcher/professional support staff member or equivalent, keen to be involved in the strategic development of the Division and the University as a whole.
3. An individual with a collaborative approach, who builds consensus and leads by doing.
4. An excellent communicator who can deliver divisional communications activity (written and in person).

## Selection criteria

### Essential

1. A demonstrable commitment to advancing equality and diversity in a higher education setting
2. Demonstrable ability to develop consensus and promote change
3. Experiences of effective committee participation (including chairing)
4. Demonstrable effectiveness in work with senior professional services colleagues
5. A collegiate approach to developing policies and resolving problems
6. Knowledge of broader equality, diversity and inclusion issues for the University of Oxford, Higher Education and the NHS
7. Effectiveness in working with high-performing team