**MPLS Associate Head (People): role description**

**Key Responsibilities:**  
As a member of the senior academic leadership team in the MPLS Division, you will work collaboratively to support the delivery of the Division’s five-year strategic plan, with particular emphasis on the people portfolio and the emerging MPLS people plans. Your role will involve driving key initiatives that enhance workplace practices, promote equality, diversity, and inclusion (EDI), and strengthen research staff development.

Our key people priorities in MPLS include:

* Implementing our strategic vision to tackle issues of equality diversity and inclusion, bullying and harassment, and staff mental health, stress and disability, via our EDI action plan.
* Driving change in research culture, and in the experiences of our research staff.
* Developing services and practices for swifter resolution of conflicts between staff and for better management of HR casework.
* Empowering our departments to develop expertise in workforce planning.
* Addressing issues and risks inherent in heavy staff workloads, which are compounded by the current MPLS financial challenges, and working to better understand and improve administrative resilience across the division.
* Working with the central university and the other divisions to shape important change in Oxford’s academic career pathways, and in academic salary and reward schemes and procedures.
* Contributing MPLS perspectives to the wide range of central University strategic initiatives ongoing in the ‘People’ Space, helping to maximize the benefits and mitigate risks of staff overloading.

**Key Areas of Responsibility:**

1. **Strategic leadership of People Issues:**
   * In collaboration with divisional colleagues, be responsible for developing the strategic direction, objective setting and delivery of the MPLS People plans.
   * Support the divisional office with the development and delivery of cross-MPLS strategic, systems and process improvements to academic and professional services people matters as agreed.
   * Serve as a key academic advisor to the Divisional Board and General Purposes Committee on relevant people issues.
   * Work collaboratively within the division and with colleagues from across the University in support of the delivery of the Vice Chancellor’s Pay and Conditions review recommendations and other emerging University people policies and strategies, as required.
2. **Leadership in Equality, Diversity, and Inclusion (EDI):**
   * Chair the Divisional EDI Steering Group to guide EDI initiatives and foster inclusivity.
   * As part of the overarching people plans for the Division, lead the development and implementation of appropriate EDI policies, strategies, and workplace practices.
   * Be a source of advice/guidance for our departments in implementing inclusive practices, role modelling EDI approaches and delivering key EDI messages to a wide range of audiences.
   * Facilitate the coordination and approval of bids for internal and external EDI-related funding opportunities.
   * Act as a liaison for departments to raise EDI-related concerns within the Division and beyond.
3. **Collaboration on Research Staff Development:**
   * Work closely with the MPLS Associate Head for Research and the MPLS Associate Head for Research Degrees to provide academic leadership in implementing the University’s Research Staff Development Strategy, and in contributing to the development of positive Research Culture.
   * Enhance the Division’s commitment to research staff development, making their training and career progression more visible and robust.

**Additional Responsibilities:**

* Collaborate with other Associate Heads, including those responsible for Research, Taught Degrees, and Research Degrees to drive cross-functional initiatives.
* Act as a representative of the Division on University-wide committees and working groups related to people planning and EDI matters.

This role offers an opportunity to lead transformative change within the MPLS Division, ensuring a more inclusive and supportive environment for staff and students alike.

*October 2024*