

UNIVERSITY OF OXFORD

MATHEMATICAL, PHYSICAL AND LIFE SCIENCES DIVISION

Associate Head of Division (People)

General description of the post

The Mathematical, Physical and Life Sciences Division is committed to providing a world-leading environment for staff and students that supports talented individuals and promotes career development within a workplace environment dedicated to good practices and policies with respect to equality, diversity and inclusion.

Reporting to the Head of Division, the Associate Head of Division (People), provides strategic leadership for all aspects concerning MPLS early career researcher development, and equality, diversity and inclusion. The role is central to embedding and operationalising the appreciation and value of difference to enhance our working environment for all. Equality of opportunity is important in this respect, and therefore the development of a staff cohort central to our research success and ambitions is critical to enhancing the research environment.

Key duties and responsibilities

The Associate Head (People) will be supported by the Divisional Research Training and Development Manager and the Equality, Diversity and Inclusion Manager.

The postholder will work closely with the Associate Heads for Research and Education to:

1. lead change in relation to equality and diversity (ED&I) workplace practices, policy and strategy within the Division; identifying main areas where divisional policies and initiatives can be established or enhanced to support a range of underrepresented groups across the staff and student body;
2. to advise the Divisional Board and General Purposes Committee on ED&I matters in relation to staff and students;
3. chair the Divisional ED&I Steering Group;
4. act as a channel for departments to raise ED&I related issues within the Division;
5. provide supportive oversight of departmental progress in submitting applications for ED&I related awards and recognition, such as Athena SWAN awards;
6. feed in divisional perspectives into the University's ED&I work, and serve as the Divisional academic representative on University ED&I related committees and working groups, such as the Equality and Diversity Panel;
7. lead on the coordination and approval of bids for any internal or external funding opportunities that may arise associated with ED&I matters.

The postholder will work closely with the Associate Head for Research and the University Advocate for Research Staff Development to:

8. provide academic leadership for the implementation and ongoing development of the University's Research Staff Development Strategy; strengthening and making more visible the Division's commitment to research staff and their development;
9. support the Division's commitments to the 'Concordat to Support the Career Development of Researchers'¹;
10. work with Advocates for Research Staff Development appointed by MPLS to embed activity within departments;
11. collaborate with the forum for college-only research staff paying particular regard to initiatives of mutual benefit;
12. represent the MPLS academic voice as a member of the University's Research Staff Steering Committee;
13. establish and co-chair the Divisional Research Staff Forum which will contribute to our commitment to underpin the professional and career development of research staff;
14. work with the University's Professional Development Advisor for Researchers to promote the appointment of Department Research Staff Advocates and the establishment of Department research staff forums.

The Associate Head is an *ex-officio* member of the following divisional bodies:

- Divisional Board;
- General Purposes Committee;
- Personnel Committee.

They will also attend the weekly meeting of MPLS Associate Heads – which also acts as MPLS Personnel Committee, as necessary.

Terms and conditions

- A responsibility allowance equivalent to a Schedule V allowance (currently £8,079).
- Potential for a teaching buyout commensurate with the requirements of this role and of the Associate Head's post.

¹ The Concordat to Support the Career Development of Researchers has been subject a 10-year review (<https://www.vitae.ac.uk/news/vitae-press-releases/concordat-strategy-group-welcomes-independent-review-of-the-concordat-to-support-the-career-development-of-researchers>)