Job Title: Athena SWAN Project Officer  
Vacancy Ref: N2380

<table>
<thead>
<tr>
<th>Department/College:</th>
<th>Human Resources</th>
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<td>Directly responsible to:</td>
<td>Athena SWAN Programme Manager</td>
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Other contacts

Internal:
- HR Divisional teams
- EDI Team and EDI Dean
- HR Partners
- Key Athena SWAN stakeholders from faculties, departments and professional services.
- Faculty and Departmental EDI Committees
- Athena SWAN Implementation Group (ASIG)
- Institutional Data Analytics Team
- Functional managers, directors and others (e.g. Human Resources, Facilities, Student Based Services, Recruitment, Admissions and International Development)

External:
- Advance HE
- Regional and national networks
- Other HEIs
- CIPD etc

Major Duties:

The Role

The Athena SWAN Project Officer will support the effective implementation and embedding of the ten key Athena SWAN principles and the spirit of Athena SWAN being a progressive charter at the heart of all Athena SWAN activity.

The role holder will support the Athena SWAN Programme Manager in monitoring, evaluating and reporting on progress of the 4-year institutional Athena SWAN action plan by establishing and administering appropriate project management systems and processes, including the Athena SWAN Implementation Group, chaired by the Dean for EDI. The role holder will also provide project support for any future institutional Athena SWAN submissions.

The role holder will establish improved systems and processes to better support departmental and institutional Athena SWAN submissions, maximizing opportunities for digitalization and self-service.

Taking an evidence-based approach, the Athena SWAN Project Officer will provide analysis and insight on the progress and impact of the Athena SWAN actions and, working in partnership with EDI Advisors, actively look for opportunities to translate actions to other diversity strands such as ethnicity and disability.

The Athena SWAN Project Officer may work directly with lead officers (or their delegates) in delivering outcomes, as agreed by the Athena SWAN Programme Manager. A flexible approach and a commitment to work across the Institution to do what is necessary to improve gender equality is the most important aspect of the role.
Key Responsibilities

- Establish and administer appropriate project management systems and processes to ensure the effective monitoring, evaluating and reporting on the institutional Athena SWAN action plan and any future institutional Athena SWAN renewal submission.
- Provide administrative support to ensure the effective running of the Athena SWAN Implementation group, including establishing agendas, minute taking and monitoring the action plan.
- Provide support to other Athena SWAN related groups at institutional level.
- Escalate delays and changes to actions promptly to the Athena SWAN Programme Manager.
- In partnership with the EDI Team, wherever possible, identify Athena SWAN actions which could translate to the benefit of other diversity strands.
- Project manage the comprehensive communication plan around progress of the action plan, including drafting of communications.
- Plan and coordinate Athena SWAN events, ensuring smooth event management and effective evaluation of impact post-event.
- Coordinate and provide support to departmental and faculty Athena SWAN submissions, ensuring they are peer reviewed and approved before submission.
- Maintain oversight of all Athena SWAN submissions, renewals and intended submissions and proactively work with departments and faculties to enable sharing of good practice and a coordinated approach.
- Establish improved systems to better align the institutional Athena SWAN submission and actions with departmental and faculty submissions and actions.
- Support any post projects / action evaluation ensuring future chartermark submissions are informed by shared past experience.
- Develop resources and guidance for Athena SWAN institutional action leads and work directly as part of their delivery team when it is appropriate to do so and agreed with the Athena SWAN Programme Manager.
- Manage the Athena SWAN mailbox and associated correspondence.

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the EDI team.