SAT Working Group

Minutes | 10:00 – 11:00 Wednesday 17th March 2021

Present: Ian Mills (IM), Emily Hotine (EH), Jo Snoeck (JS), Jane Niederer (JN), Lisa Bjork (LB), Katherine Corr (KC), Gurdeep Mannu (GM), Claire Edwards (CE), Fadi Issa (FI) John Gilbert (JG), Regent Lee (RL) and Louise King (LK)

Apologies:

Location: Microsoft Teams

Agenda Item 1	Welcome and Apologies
	EH welcomed Gurdeep Mannu to the SAT and congratulated Ian Mills on his Citizen of the Year award and 100% attendance to the SAT.

Agenda Item 2	Minutes of last meeting
	- EH is updating action plan within the working document of renewal submission. This version will go onto the website, it will be RAG coded, most is currently green - Committee structure: we sought input from the chairs, will be launched ASAP - Panel for fellowship applications: will be done in the next couple of months, the grants team is extremely busy - Career development pages on staff gateway (PDR, training Fund, staff networks): is being further developed - Mentoring program with Oncology will be picked up, also sharing MHFA with them - Q&A: wellbeing data presented, student results have been sent to Jon and Eleanor, in May all data will be presented. The student data is under the files section of the SAT Team.

Agenda Item 3	Committee structure relaunch
	- All staff is encouraged to sign up or opt out - The Athena Swan SAT has been rebranded as EDI committee, Athena Swan is within the remit of the EDI committee. EH asks everyone to fill in the sign up form, even though you are already part of this committee. - People can also take on vacant chair roles through the sign up form - The aim is to make the committees as diverse as possible

Agenda Item 4	Career development PA's EA's
	EH has organised a focus group with the PA/EA pool. These roles are usually taken on by women, and tend to be lower paid. The department wants to look into this, and identify what development opportunities there are for them, what does the career pathway look like, what are the barriers for progression. This would lead to a tailored approach to career progression and then we can look at other roles in the department to do the same thing. Comments/thoughts? • FI: Will we survey the group? EH: the meeting serves this purpose, as we want to hear form the current staff where they see themselves going after this and what can we do to support you. It will need to be a personalised approach. • IM: Where do PA's/EA's currently move on to? EH: There are no higher grade EA roles available, but there are other options. We have pulled out some job descriptions of roles that might be suitable and will identify how we can help staff achieve this. • IM: How do skill sets move? LB: They tend to take on project management, grant management, but there are other skills we can help with as well. • FI: It would be good to talk to people who have made the move, eg. Monica as an example, EH is planning to • LK: does this fit in with the mentoring scheme? EH: yes potentially, but it's early days

Agenda Item 5	University survey update
	The University survey will come out soon, we have received testing links and it is run by external company, KC said probably in the first half of Trinity term EH asked what we can do to increase uptake? KC has a paper on maximizing survey response • FI: Can we give people a code to prove they have done it? EH: it requires trust, as things are timestamped so we could break anonymity if we really wanted to, also KC mentions that this is not possible through the external provider who will be running the survey. • JN: Can we ask people what incentives would work for them? KC suggests a simple poll with 3 buttons through the bulletin, for example "what would make you more likely to complete the survey?" • RL: How do we inspire people to do this? Drive this through PI's? Make sure they encourage their teams do it. Or during Grand Rounds, Q&A time. EH: Role modeling is indeed key, and carving out time might help. • KC: Prizes if you hit certain levels works well. Links are personal, so you won't be reminded if you have already done it! Very good in terms of not eroding goodwill of people • EH: would gathering preference for incentives through different means create issues with doubled up responses? KC says not really, it's just to get info on the preferred incentives, we're not using the data for anything else. • FI: Can we add box on PDR to tick if people have done it, so supervisor knows if it has not been done (name and shame)? KC says not to link this in with career progression and performance, so not in PDR or probation conversations • RL: can we use buttons, such as "I've had my flu vaccine"?

Agenda Item 6	Senior recruitment process
	• NDS does not have many women in senior positions, numbers have gone down

	- EH is going to put any job ad through gender bias decoder software (we think PA posts might have a lot of feminine language, senior academic posts a lot of masculine language), EH will do the same for the University's generic job descriptions - We need to better advertise senior posts on social media, Twitter and LinkedIn, and through networks of underrepresented groups (women, BIPOC, disability), EH will speak to Alastair Lamb about social media, and to Sarah Howles about where she would usually look for job listings - EH will perform random spot checks for bias, and will join a recruitment process twice a year to check how the process goes and where bias might creep in (shortlisting, panel discussions) - RL: can we link up with MSD and OUH comms teams, they selectively endorse tweets or retweet, if we have a better partnership with them, can we get better propagation of job listings? - We will try this approach for a year, if goes well, start doing this for other roles - JN: can we speak to commercial companies and see how they do things to increase diversity, for example IBM

Agenda Item 7	Renewal working document
	EH has started drafting the renewal document, the following sections are needed: - Current progress against current action plan - Progress report - Departmental structure - Identifying key priorities (self-assessment, data analysis) There will be mock panels September, so we aim to have the draft finalized before summer holidays. EH asks everyone to keep an eye out on work coming up and emails from EH.

Agenda Item 8	AOB
	KC provided some updates: - RoD and AP will come up end of the month, check for likely candidates - Researcher concordat: the infrastructure is in place, all research staff need to be offered career development reviews (CDR, not PDR), any process coming out from this work will need to be tied in with current PDR processes - Thanks to EH and LK for 100 years women in science (25k clicks on website, profiles of NDS were great) - Race equality unit collating info that has happened on race : we did a forum, EH to send notes - New EDI group has a chair, so will gather wider info on priorities in EDI issues and streamline things between departments

	Actions for SAT Working Group	Decision / Outcome
Actions	1. EH to talk to Monica Dolton about career path 2. EH and LK to add a simple poll in the bulletin "what would make you more likely to complete the survey?" 3. EH and LK to liaise with OUH and MSD comms teams about improving visibility for job adverts 4. JS to write to NDS RoD/AP panel to start identifying candidates 5. EH to send race forum notes to race equality unit	

	6. EH to look into methods of increasing diversity and inclusion in other companies (e.g. IBM)	4

	Actions for other committees or Management Board	Decision / Outcome

	Date of next meeting
	Tuesday 18th May 13:00-14:00