

# Athena Swan Implementation Group (ASIG)

## Terms of Reference

### Organisational purpose

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The overarching purpose of the Athena Swan Implementation Group (ASIG) is to oversee delivery of the institutional Athena Swan Action Plan (AP24) in order to further advance gender equality at the University of St Andrews.

### Responsibilities

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- Ensure robust arrangements are in place for monitoring and recording progress on delivery of AP24 and assessing impact
  - Establish robust mechanisms for monitoring and recording progress [including development of an action plan dashboard]
  - Audit data needs for AP24 with a particular focus on what data (both quantitative and qualitative) is required to assess impact
  - Agree data collection and analysis strategy to ensure impact can be measured effectively and efficiently
- Monitor and ensure progress on delivery of AP24
  - Review action dashboard at each meeting
  - Identify any factors or developments impinging on progress and take steps as necessary to address
  - Escalate matters not amenable to resolution by ASIG to VP People and Diversity
- Support delivery of AP24
  - Provide input and feedback on actions as appropriate including in relation to scope, delivery and outputs
  - Establish short-life Task and Finish groups where necessary to investigate and address AS specific issues
  - Ensure that staff and students are engaged as appropriate in taking forward AS actions
  - Review gender data in the annual EDI report identifying any required adjustments or changes to AP24 to address new or emerging issues
- Work collaboratively on shared priority areas with other delivery groups (e.g. Race Equality Charter Implementation Group)
  - Contribute to cross-cutting Task and Finish Groups
- Facilitate connectivity between School and University-level Athena Swan activity
  - Review database of school-level AS actions annually to identify areas for institutional attention and / or a co-ordinated approach across Schools
- Proactively promote the Athena Swan Charter work to achieve greater awareness of gender equality activity across the University.

- Develop an annual report, reviewing progress over the preceding year and outlining priorities and plans for the next year(s) of delivery
- Identify other opportunities for communicating progress and good practice
- Act as a source of organisational support and expertise on gender equality matters
  - Feed into HR or other policies with a gender dimension as requested

## **Reporting and escalation**

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The ASIG is a monitoring and delivery group which will report, through the Chair, into the Central Equality, Diversity and Inclusion (CEDI) Committee, which is scheduled to meet three times per year.

The Group will produce an annual report which reviews progress against the previous year and sets out plans for the next year of delivery.

## **Membership**

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- Up to 12 members comprising a mix of ex-officio (\*) members (e.g. HR policy lead) and volunteers from the staff body
- Chair
- Deputy-Chair
- HR\*
- Planning\*
- EDI Faculty Lead / DoEDI / Unit EDI representative
- Gender Equality Officer, Student's Association\*
- Carers, Commuters, Mature and Flexible Learners rep\* (tbc)

The Chair and volunteer members will serve for up to three years, with staggered terms to support continuity. Secretariat and project management will be provided by Karen McGregor, Equality and Diversity Awards Adviser.

## **Meeting frequency and dates**

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The group will meet a least three times per year.

Additional meetings may be held to facilitate the discussion of specific topics as necessary, and business may be conducted between meetings via email and/or Microsoft Teams or short life task and finish groups.

***If you are interested in being a member of the Group, please send an expression of interest to [vpdiversity@st-andrews.ac.uk](mailto:vpdiversity@st-andrews.ac.uk) by Friday 11 October indicating why you are interested in being involved and what you would bring to the Group including relevant experience. The role description for Chair is appended below.***



## Role description

Role: Chair of Athena Swan Implementation Group

Time commitment: 0.1FTE

Grade: Grade 7 or above

Reporting to: VP People & Diversity

Term of office: up to 3 years

## Main Purpose of Role

In March 2024, the University secured an Athena Swan Silver Award recognising the progress made in advancing gender equality since 2018, the rigour of the self-assessment undertaken and the clarity of plans for continued progress.

The institutional Athena Swan Action Plan (AP24) identifies 39 actions organised around five key priorities: increasing representation of women in the professoriate and senior roles, supporting professional services staff career pathways, addressing intersectional inequalities, ensuring sustainable workloads, and closing the gender pay gap. The Plan also identifies several actions for supporting implementation including establishment of an Implementation Group (ASIG). The remit for the Group can be found above.

The Chair of the Group occupies an important leadership role and will work in partnership with the Vice-Principal (People and Diversity), Head of EDI, Race Equality Charter Chair, and other senior stakeholders to help advance equality and inclusion at the University.

The AS Action Plan is one of four action plans within the People and Diversity portfolio and sits alongside action plans for [Diverse St Andrews](#), the Race Equality Charter and the [People Strategy](#). A combined delivery plan has been created bringing together actions under a number of themes to support a coherent and joined-up approach to delivery. This will require effective communication, co-ordination and collaboration between the respective action plan leads. Revised EDI governance arrangements have been developed to support delivery and a joined-up approach (Annex A).

## Key duties and responsibilities

- Chair meetings of the Athena Swan Implementation Group supporting everyone's participation in discussions and a fair sharing of work across the membership
- Ensure the ASIG delivers on its remit, highlighting any issues or challenges to the Vice-Principal, People and Diversity
- Meet regularly with the AS Project Manager (and Head of EDI as required) to agree the Group's work plan, agendas and required papers
- Regularly meet with the Chair of the Race Equality Charter implementation group, to support alignment of activity and timelines, and joint working on areas of shared interest
- Participate, as far as possible, in meetings of EDI leads<sup>1</sup> (held every six weeks, to facilitate a connected and co-ordinated approach to EDI activity contributing to wider leadership)
- Champion gender equality within the University
- Co-host an annual Athena Swan event bringing together AS leads from across the Schools to share priorities and best practice, and to provide peer support to application leads.

### **Experience and attributes**

The ASIG Chair should have a good understanding of Athena Swan and demonstrable commitment to advancing gender equality along with a strong record of effective leadership and delivery.

Desirable personal attributes and skills include a collaborative and inclusive approach, good communications, organisational skills, and a strategic and solutions-focused mindset.

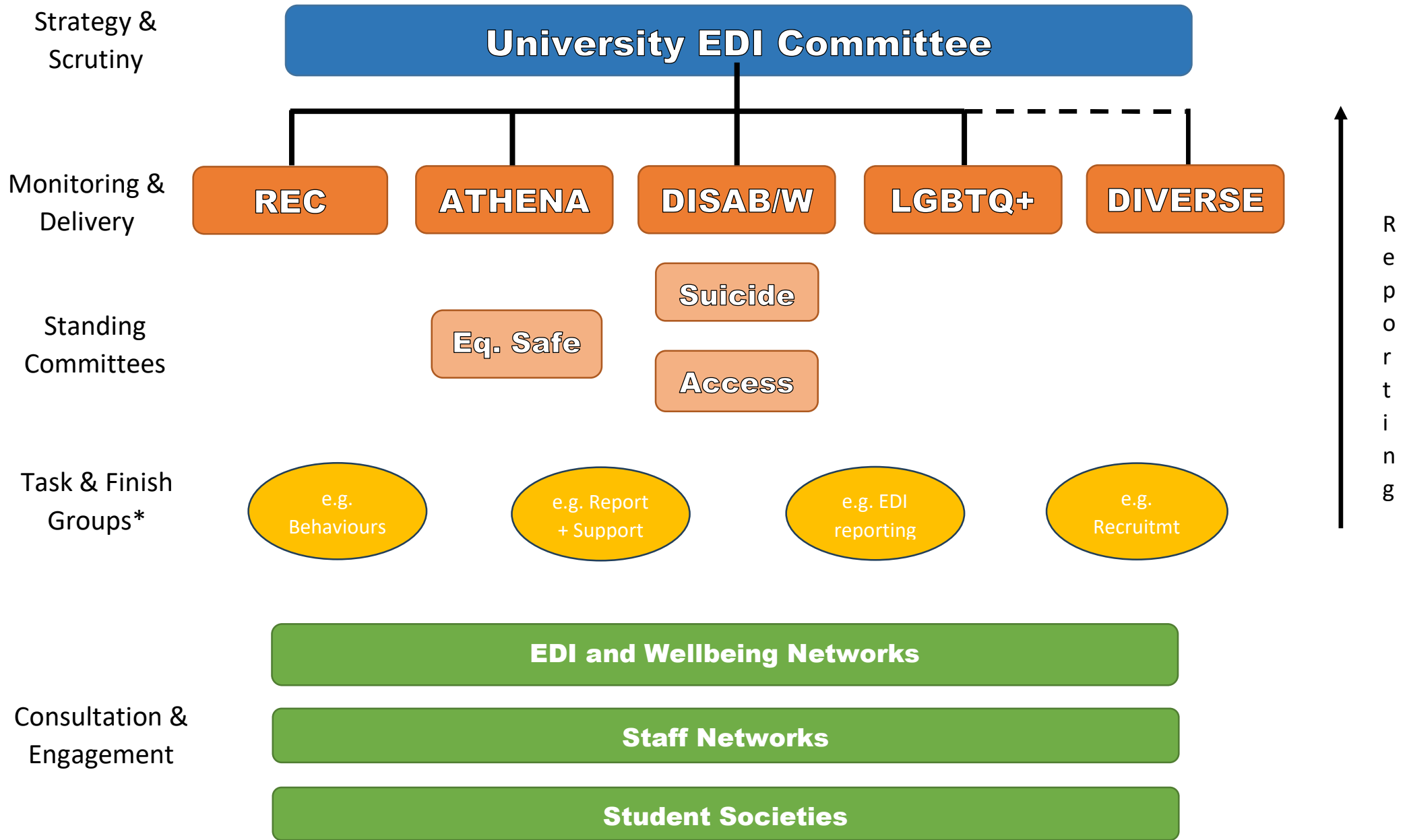
### **Appointment process**

Expressions of interest, setting out (in no more than two pages), why you are interested in the role and what you would bring to it, including relevant experience, should be sent to Dr Rebekah Widdowfield, VP People & Diversity ([vpdiversity@st-andrews.ac.uk](mailto:vpdiversity@st-andrews.ac.uk)), by **Friday 11 October**.

There is no formal buy-out for the role but prospective candidates are strongly advised to discuss their application with their line manager and seek agreement about how they might be enabled to undertake the role. This might include, for example, recognition of the role within service and leadership workload allocations (academic staff) or integration into annual business objectives (Professional Services staff).

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<sup>1</sup> VP People and Diversity, Head of EDI, EDI Faculty Leads, REC Chair, People and Diversity Executive Officer



\*Membership to be drawn from across the delivery groups and wider University