The Future of Athena SWAN

The report of the Athena SWAN Charter Review Independent Steering Group for Advance HE
March 2020

Appendix 7 –
Expert Panel job descriptions
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1 Athena SWAN Assessment Panel: Member

Job Description

Members of Athena SWAN Assessment Panels will be required to:

- Attend an initial training programme and refresher courses as appropriate.
- Participate in approximately four and no more than six panel meetings each year.
- Review and score all applications to be considered at each panel meeting against the specific award criteria and return the scores to the panel secretary at least two days before the meeting.
- Attend the panel meetings, lead the discussion on a subset of applications as directed by the panel chair, and contribute to the discussion of other applications with the goal of reaching consensual decisions.
- Take a cabinet approach to decision making.
- Advise the chair and panel secretary on appropriate feedback to applicants.
- Respect the confidentiality of the application and the panel discussions.

Person specification

- Substantive experience as an EDI lead in a department, school/faculty or professional directorate.
- Experience of leading a successful Athena SWAN application for a departmental or institutional award.
- Experience of serving on decision-making panels/committees.
- Strong analytical skills and ability to engage in evidence-based debate.
- Strong verbal and written communication skills.
- Highest level of professional integrity.

Time commitment

Panel members will be required to attend a minimum of four and no more than six Athena SWAN panels per year each and to review and assess a minimum of 10 and no more than 20 applications for each panel. The total time commitment is expected to be 12-18 days per year. Panel members will be appointed by the Athena SWAN Governance Committee for a fixed term of three years renewable for up to a further 3 years by mutual agreement.
Appendix 7 – Expert Panel job descriptions

Training
Panel members will be required to attend a formal training event after they have been appointed.

Confidentiality
Panel members will be required to sign a non-disclosure agreement with Advance HE prior to completing any reviews which provides details on confidentiality, the safe storage of applications and outcomes.

Payment
Panel members will be paid an honorarium for attendance at each panel meeting; travel and subsistence cost will also be met.

How to apply
Applicants should send a letter of no more than three pages together with a copy of their CV to athenaSWAN@advance-he.ac.uk by 5.00pm Tuesday 30th June 2020. The letter should detail:

- The candidate’s motivation for applying for the role.
- How they meet the person specification.
- The name and contact details of two expert referees.

The letter should also confirm the candidate’s willingness to commit the time necessary to undertake the work.

Applications will be reviewed and shortlisted applicants invited to a short interview (via videoconference) in July. Final decisions will be made by the Athena SWAN Governance Committee and outcomes communicated to individuals by Wednesday 30th September 2020. Applications are welcome from all parts of the UK. Panel meetings will be held at different locations to minimise travel demands on individuals.

2 Athena SWAN Assessment Panel: Chair

Job Description
Panel chairs will:

- Chair meetings of Athena SWAN Award Assessment Panels and work with the panel secretary to ensure effective management of the meetings.
- Proactively engage with and support panel members.
- Agree the agenda for each meeting with panel secretary and identify two panel members to lead the discussion of each application before the papers are circulated.
- Review the initial scores from panel members with the panel secretary before the meeting to check for any outliers; ensure the scores are tabled at the meeting for transparency.
• Orchestrated the discussion of each application at the meeting, inviting the leads to make their comments and ensuring that all panel members have the opportunity to express their views openly before a decision is made.

• Ensure that key feedback is considered and agreed after each application is reviewed.

• Review the final scores before closing the meeting to confirm the final outcomes.

• Work with the panel secretary to ensure that applicants are informed of the outcome of their application within five working days of the meeting and that unsuccessful applicants receive constructive feedback.

• Attend an annual meeting of panel chairs to review practice and provide advice and feedback to the Athena SWAN Governance Committee.

**Person specification**

• Substantive experience in a senior EDI role in their institution.

• Experience of leading a successful Athena SWAN application for an institutional award and of supporting colleagues making departmental applications.

• Experience of chairing decision-making panels/committees at institutional level and/or for external agencies, e.g. funding bodies, professional bodies.

• Strong analytical skills and ability to lead evidence-based debate.

• Strong verbal and written communication skills.

• Strong interpersonal skills and the highest level of professional integrity.

**Time commitment**

It is expected that panel chairs will be available for a minimum of four and a maximum of six Athena SWAN assessment panels per year. Panel chairs will be appointed by the Athena SWAN Governance Committee for a fixed term of three years, renewable by mutual agreement for up to a further three years.

**Training**

Formal face to face training and instructions will be provided to panel chairs following the recruitment process.
Confidentiality
Panel chairs will be required to sign a non-disclosure agreement with Advance HE prior to completing any reviews which provides details on confidentiality, the safe storage of applications and outcomes.

Payment
Panel chairs will be paid an honorarium for each panel meeting; travel and subsistence costs will also be met.

How to apply
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