

ATHENA SWAN CHARTER



**WWMG ATHENA SWAN
ANNUAL REPORT
2017**

Summary

The Athena SWAN Charter was launched in 2005. Its purpose was to acknowledge the commitment shown by institutions who endeavoured to address gender inequality in the science disciplines by supporting and promoting the progression of women in Science, Technology, Engineering, Mathematics and Medicine (STEMM) in higher education and research.

In May 2015 the Charter expanded its remit to include the Arts, Humanities, Social Sciences, Business and Law, and its focus became about gender equality more broadly, rather than just about barriers to progression that affect women.

WMG has been a member of the Athena SWAN Charter since 2014. In November 2016, a submission was made to upgrade to a Silver award with the outcome that WMG retained its Bronze award status. As part of the Bronze award we have identified an action plan for future improvements.

Athena SWAN Self-Assessment Team

The Athena SWAN SAT meet every two months, to progress and implement the WMG Athena SWAN action plan. The SAT membership was refreshed in November 2017.

Members of the SAT:

Professor Kerry Kirwan (Chair)	Dr Melanie Loveridge (Senior Research Fellow)
Jane Coleman (Director of Administration)	Dr Stuart Coles (Associate Professor)
Professor Claire Davis (Professor)	Sue Horner (HR Officer)
Dr Andy McGordon (Principal Engineer)	Jane Shepherd (HR Project Coordinator)
Nancy Olson (Senior Teaching Fellow)	Eve Wheeler-Jones (PGR Student Rep)
Shaheen Charlwood (Senior Teaching Fellow)	Beth Middleton (Research Fellow)
Catherine Gordon (Senior Administrator)	

Good Practice Initiatives Implemented as part of the Athena SWAN Process

Following WMG receiving the Bronze Athena SWAN award in November 2016 we have made continued efforts to implement the initiatives detailed in the action plan. Below outlines our progress so far.

i.) Flexible Working Policy

In October 2017 the Flexible Working Policy was launched, this was in direct response to feedback received from the 2016 Pulse Staff Survey and two World Café' events on the topic of flexible working. The following arrangements were agreed by WMG's Operational Executive Group for all staff groups.

- Flexible start and finish times to be agreed within teams with senior manager approval, allowing parents to attend before and after school activities, for example.
- Flexible lunch hours to be agreed locally to allow participation in sports activities, for example.
- Consideration to be made by line managers for occasional home working requests for all staff groups.
- Communication of improved IT infrastructure in place to support remote working.
- The scheduling of training, meetings and other departmental events to be within core hours (10am-3.30pm) where possible.

ii.) Career Development

- In addition to communications to all staff, measures have been put in place to ensure that female staff within the department are notified of relevant conferences/training via email, and financial support offered via the staff development fund to allow attendance. In 2017, the WMG Staff Development Budget funded conference attendance for 20 females and 9 males.
- A Women Advancing in Leadership training session took place on 3 July 2018. 17 females attended, and represented Academic, Research, Teaching and Professional Services staff groups.
- We have actively promoted the Warwick Administrative Management Programme (WAMP) and Warwick Leadership Programme (WLP) to all staff.
WAMP 2017/18 – 2 WMG staff were accepted onto the programme (1 x Male, 1 Female)
WLP 2017/18 – 4 WMG staff were accepted onto the programme (2 x Male, 2 x Female)
- We are actively trying to raise awareness of the Childcare Conference Fund which supports parents with the extra child-care costs associated with conference attendance - only 5 submissions have been made since 2015. We regularly include the information in the department's weekly newsletter, and are promoting the fund via the department's digital signage communication channel. Details have also been added to our Conference/Training Funding request form.



iii.) Continuous Review of the WMG Management Programme

- We currently have 32 female and 55 male Line Managers participating in the WMG Management Programme.
- The Management Programme intranet pages have been re-designed, and new features include a development toolkit, Line Manager job description and the opportunity to be put on a waiting list for sessions. We are continually reviewing the sessions offered and have recently revised our Coaching Skills for Managers course, and introduced a one hour taster session on the topic of Wellbeing for Wellbeing January. We are looking at developing a Moodle for some of the HR Masterclasses which will be followed by a one hour lunchtime workshop. Further developments in the pipeline included a session for Managers on identifying and addressing mental health issues and stress in the workplace.

iv.) Promote the Shared Parental Leave Policy

- We have been actively trying to raise awareness of the University's Shared Parental Leave Policy, which promotes equality of opportunity and enables working parents to balance work and family responsibilities. Information is regularly included in the department's weekly newsletter and via the department's digital signage communication channel.



v.) Encourage Recruitment and Selection, Unconscious Bias and Equality and Diversity Training

- All new starters are sent an email requesting that they complete these compulsory Moodle courses. They are given a deadline by which to complete them.
- Emails are sent quarterly to all staff as a reminder to complete if they haven't already done so.
- The Recruitment and Selection and Diversity in the Workplace Moodles are compulsory for all those involved in the interview panel process. Panel Chairs receive additional training through the university's Learning and Development Centre.

vi.) Women of WMG (WoW)

- The Women of WMG launch event took place in March 2017 - the event opened with an introduction to WoW by Dr Mel Loveridge, followed by presentations by 4 inspirational female speakers.
- A Women of WMG [webpage](#) has been created – outlining the WoW objectives.
- Our first speaker in the WoW Lecture series was CEO Madhuban Kumar from Metafused who presented on "Data Analytics and AI – Artificial Intelligence, Automation and My Journey". The event took place on 27 March 2018, and was promoted university wide. 52 people attended.

vii.) Student Recruitment and Support: AEP targeted support for females prior to entrance exam

- Additional support is available from the AEP team to encourage female applicants to take the mathematics entrance exam as this had been identified as being an area of concern during the Athena SWAN review. Mentoring through webinars is now offered prior to the exam to answer any concerns and provide encouragement and training where necessary.

viii.) Develop a framework for Project Manager Progression

- Work is in progress to provide a structure to the Project Manager roles by defining the duties and requirements needed for each grade. This will provide current team members with a clear view of what is needed for promotion from grades 6 to 8. There are currently 18 Project Managers at WMG. The split by grade and gender is as follows:

Grade	Male	Female
6	2	2
7	0	1
8	10 (83%)	3 (60%)

With clearer role expectations in place, this will hopefully encourage more females into this role, as it will allow them to plan their career progression around any family commitments.

- There is also a new role, Project Support Officer, which is grade 5 and provides the opportunity for less experienced project support staff to be employed and given training/mentoring to

progress to project manager posts. This is a progression route for our Personal Assistants who are 100% female.

ix.) Improvement to Recruitment Process

- Links with the Women's Engineering Society (WES) and Women in Science and Engineering (WISE) have been created with regular dialogue regarding additional support for advertisement of vacancies to increase visibility to the female community and encourage more applications.
- An annual advert is placed with WES to provide links to all our vacancies.
- All recruitment days are added to the WES newsletters to invite a strong female presence and encourage female applicants for roles.
- Options of advertising on additional microsites are not an economical option at this stage. Other methods of using WES/WISE to encourage an increase in female recruitment are being investigated, e.g. additional wording to adverts etc.
- We actively promote in job advertisements that we will consider applications for employment on a part-time or other flexible working basis, even where a position is advertised as full-time, unless there are operational or other objective reasons why it is not possible to do so.