

University of St Andrews - School of Medicine Handbook
SCHOOL OF MEDICINE APPOINTMENTS
DIRECTOR OF INCLUSION AND WELLBEING OFFICER
(2 APPOINTMENTS)

Given the interaction between these two appointments and other appointments, committees, and groups these two appointment specs are listed together. A Venn diagram is available to describe the relationships between role holders in this area.

DIRECTOR OF INCLUSION (FORMALLY TITLED DIRECTOR EDI)

1. **Duties and role.** (extract from the University role descriptor). The School will appoint a member of the School staff to act as Director of Inclusion. The overarching goal of the appointment is to ensure that the School is an outstanding place to work and to lead activities that foster a work and study environment within the School that promotes equality of opportunity, enhances diversity and ensures inclusivity for staff and students across all protected characteristics.
2. The appointed candidate will be a member of the School Operations Group where they can ensure the relevant topics are placed at the heart of School decision making. The appointee will be expected to provide leadership.
3. **Pre-requisite qualification criteria:**
 - a. Be an existing member of school staff at lecturer or equivalent or above. An open-ended contract is not mandatory.
 - b. Work at the school for the majority of the working week¹.
 - c. Evidence and example of commitment to EDI principles.
 - d. Experience and examples of cooperative working with other members of staff.
 - e. Ability to attend the Operations group on a regular basis
4. **The role includes:**
 - a. Leading School-wide initiatives that drive forward the inclusion agenda, targets, and activity. Update Ops group regularly.
 - b. Contribute to Ops Groups planning.
 - c. Lead on aspects of diversity that are mandated by the GMC, NHS, and the University.
 - d. Liaise with AVP Diversity and other University role holders in this area. Represent the School of Medicine at University-wide EDI committees and events

¹ Holds a substantive contract in the School of Medicine at 0.4 FTE or higher

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- e. Chair the School Inclusion Committee and formulate its membership.
 - f. Co-operate with the School Manager on monitoring activity in the EDI area.
 - g. Liaise as required with Director of Admissions, BAME group, Public Engagement Group, NICE group etc.
 - h. Lead the preparation and development of the School Athena Swan application with the support of members of staff and Ops Group.
5. **Tenure.** Normally 3 years with a 1 year extension possible.
6. **Requirement.** Time commitment for this role is variable throughout the year but for planning purposes a figure of 350 hours per years can be assumed.

WELLBEING OFFICER

7. **Duties and role.** The School will appoint a member of the School staff to act as Wellbeing Officer. The overarching goal of the appointment is to improve and maintain positive culture and staff wellbeing in general. Note that student-related wellbeing is led and managed by the pro Dean for Students.
8. **Pre-requisite qualification criteria:**
- a. Be an existing member of school staff. An open-ended contract is not mandatory.
 - b. Work at the school for the majority of the working week².
 - c. Evidence and example of commitment to employee wellbeing.
 - d. Experience and examples of cooperative working with other members of staff.
9. **The role includes:**
- a. Chair, or liaise with the chair / leader of, any group designed to improve and maintain positive culture and staff wellbeing in general.

² Holds a substantive contract in the School of Medicine at 0.4 FTE or higher

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- b. Liaise closely with the Continuous Improvement Group, a subset of the University continuous improvement agenda that identifies and drives forwards improvements in process and quality of the workplace.
- c. Liaise with the University wellbeing network and other University role holders in this area.
- d. Co-operate with the School Operations and Facility Manager on infrastructure improvements / matters / concerns.

10. **Tenure.** Normally 3 years with a 1 year extension possible.

11. **Requirement.** Time commitment for this role is variable throughout the year but for planning purposes a figure of 300 hours per years can be assumed.

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Version Control Record *(expand table as required)*

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