Queen Mary
University of London





Message from the President and Principal

Thank you for your interest in this role and in Queen Mary University of London. Working at Queen Mary means being part of a unique, world-class global University with a long, proud and distinctive history.

Our founding institutions, the London Hospital Medical College, St Bartholomew's Medical College, Westfield College and Queen Mary College, were founded to provide hope and opportunity for the less privileged and otherwise under-represented.

Today, we remain true to the vision of our founders by continuing to improve lives locally, nationally and internationally through the seamless combination of our world-leading strengths in education and research.

The Queen Mary community – our staff, students and alumni – is the heart and soul of our University. We are proud to provide an inclusive and nurturing environment so that staff and students from all backgrounds can develop, flourish and achieve their full potential.

I look forward to welcoming you to our unique University and working with you to realise our ambitions.

Professor Colin Bailey, President and Principal

Our strategy 2030

In 2019, Queen Mary University of London launched a bold new Strategy with the vision to open the doors of opportunity. By 2030, we will be the most inclusive university of its kind, anywhere. We are doing this by building on our existing cultural diversity to create a truly inclusive environment, where students and staff flourish, reach their full potential and are proud to be part of the University. Continuing our long tradition of commitment to public good, we will generate new knowledge, challenge existing knowledge, and engage locally, nationally and internationally to create a better world.

We have five core values that will help us to reach this goal:

We are **inclusive**, supporting talented students and staff regardless of their background, and engaging with our local and global communities.

We are **proud** of the difference we can all make when we work collectively.

We are **ambitious**, fostering innovation and creativity, disrupting conventional thought, and responding with imagination to new opportunities.

We are **collegial**, promoting a strong community through openness, listening, understanding, co-operation and co-creation.

We are **ethical,** acting with the highest standards, and with integrity, in all that we do.

To enable our staff to flourish and to reach their full potential throughout their employment at Queen Mary, we offer a range of benefits:

Job description

Job details	
Job title	Menopause Staff Network Co-Chair Role Description

Job context and purpose

Queen Mary University of London seeks to become the most inclusive university of our kind, anywhere, by 2030. We recognise that Staff Affinity Networks are central to creating a positive working environment that respects the diversity of staff and enables colleagues from all backgrounds to thrive. We are putting our community at the heart of everything we do to realise this aim, including resourcing our Staff Affinity Networks which are led by volunteer, elected chairs. We recognise that Staff Affinity Networks are central to creating a positive working environment that respects the diversity of staff and enables colleagues from all backgrounds to thrive.

Staff Affinity Network Chairs will have the opportunity to lead communities of volunteers, supported by the Equality, Diversity & Inclusion Team; they will work in close partnership with University governance to influence Queen Mary's People, Culture & Inclusion activity.

Staff affinity networks are not committees, they are run by and for their members. The key intention behind the Co-Chair role description is to embed ownership of the Network within the membership and take a lead on the development of the Network.

All Affinity networks at Queen Mary are supported and strongly advocated for by the EDI Team, and the Co-Chairs will work closely with the team.

Main duties and responsibilities

There are two positions of Co-Chair and these positions are voluntary. The role is open to all staff members regardless of whether they are from an academic or professional services background and their level/grade. The main role and responsibilities of the Menopause Staff Network Chairs are outlined below, however the Co-Chairs will have creative licence and freedom to bring their own style of leadership to the role when they are in post.

Leading Network Activity

1. Work collaboratively with the other Co-Chair to plan and coordinate network activity for the year ahead. This includes planning and chairing meetings, activities and events for the Network throughout the year in order for the network to meet its aims and objectives
2. Actively encourage members to bring ideas, and to lead different aspects of the Network activity, for example running events or representing the Network in other University activity/ working groups
3. Ensure the Network is effectively promoted by actively engaging in staff inductions and additional events where the Network can showcase what it does. This is to ensure staff interested in the network are aware of the work taking place, how they can join the network and get involved.

Act as Network Champion and First Point of Contact

1. Act as a Champion for the Network, ensuring that one or both Chairs are able to attend network related activity
2. Be a first point of contact for new and existing members, respond to any requests and provide up-to-date information on Network activities
3. Connect with internal and external staff affinity groups and organisations relevant to the network.

Work in partnership with EDI Team and University Governance

1. To work in partnership with the EDI Team, feeding back any recommendations or concerns raised by the Network
2. Report network activity to Queen Mary's Gender Equality Action Group and Equality, Diversity and Inclusion Steering Group on a regular basis to ensure the network is represented at these committees and actively involved in decision making
3. Engage with Queen Mary's Strategy 2030 and People, Culture and Inclusion Enabling Plan to support Queen Mary's mission to become the most inclusive university of its kind, anywhere. This may include reviewing Queen Mary's policies and practices in relation to the menopause.

Citizenship Time and Support Available

Queen Mary will collaborate with staff networks in order to meet the needs of our diverse communities and ensure that our staff can actively contribute to the People, Culture & Inclusion agenda. Queen Mary values the contributions of our staff network co-chairs and aims to ensure support is provided to ensure they are successful in their role. The EDI Team are available to provide first line support and advice to staff network co-chairs.

Co-Chairs are provided with 'Citizenship Time' of up to 2 working hours per week to undertake network activity. By providing Citizenship Time, Queen Mary formally recognises the important role staff network Co-Chairs play in achieving our mission to be the most inclusive university of its kind and the time required to effectively carry out the role. Citizenship Time will provide co-chairs with capacity to focus on and deliver network activity based on the responsibilities outlined above. This dedicated time will strengthen Queen Mary's staff network infrastructure and increase the effectiveness of the networks. Chairs are asked to liaise with their line manager in order to agree a suitable working arrangement that will allow chairs to use their 'Citizenship Time'. The EDI Team and the relevant local HR representatives will be available to support these conversations.

Being a Staff Affinity Network Co-Chair presents a valuable professional development opportunity. Colleagues in the role can expand their experience of being in a leadership position and raise their personal profile. By working with a wide range of external and internal colleagues, they can also develop a broad range of skills including strategic planning, project management, leading a team, chairing meetings and influencing skills.

The experience of being a Staff Network Co-Chair can help colleagues progress their career and take their next step into management or a leadership position. We are committed to supporting the personal and professional development of our Staff Network Chairs. Leadership skills are often useful in ensuring the success of a staff network and opportunities for personal and professional development for the network chairs are available from the Organisational and Professional Development Team. This includes the following resources;

- Pathways to Leadership: A series of programmes to support colleagues at each stage of their career. These consist of five levels of core leadership programmes with 'elective' modules so colleagues can focus their learning on the areas they need to develop.
- Queen Mary's Leading Together Framework: A new framework to develop Queen Mary's leaders that describes the characteristics and expectations of a Queen Mary Leader that we need to deliver Strategy 2030. This includes a Leading Together Self-Assessment Tool, designed to help individuals work with the framework to identify those areas important in your role; and to think through where (and how) you might focus your development.
- LinkedIn Learning: Queen Mary has an institutional license for LinkedIn Learning. This is an educational platform offering over 5000 courses on a range of professional, technical and creative subjects.
- Coaching: Queen Mary has a number of qualified coaches who are able to support staff from any area of the university, no matter the role.
- Organisational & Professional Development Catalogue: This catalogue provies a list of the workshops, programmes and e-learning we offer on a regular basis.
- Psychometric Assessments: Psychometric tests and can be used to help identify individuals working styles, preferences and development needs. The OPD Team is trained in administering and interpreting the results of professionally accredited psychometric assessment tools.

In addition to the above, Staff Network Co-Chairs can approach the People, Culture & Inclusion Engagement Manager to discuss additional development opportunities if desired.

Nominations and Expressions of Interest

Co-Chairs are nominated roles and will be rotated every two years. If the existing Co-Chair wishes to stand again, Chairs can be re-nominated for a further two years. Role rotation every two years allows the opportunity to be expanded to other colleagues. The EDI Team will support the nomination and voting process.

Colleagues wishing to nominate themselves should provide an expression of interest outlining the experience and skills they will bring to the Co-Chair role and their vision for the network over the next two years. Expressions of interest should be no more than 250 words.

Expressions of interest should be sent to m.jannetta@qmul.ac.uk

If you have any questions about the role, please feel free to contact Michael Jannetta, People, Culture and Inclusion Engagement Manager.