

## **TERMS OF REFERENCE PROFESSIONAL AND SUPPORT STAFF COMMITTEE**

### **PURPOSE**

The overarching aim of the Professional and Support Staff Committee is to support the career development and progression of Professional and Support Staff within the Department of Paediatrics.

The PSS Committee is one of four sub-committees that exist to meet the wider aims of the Department's Equality and Diversity Committee (EDC). These sub-committees were established between 2020-2022, and work to ensure that the key objectives of the EDC and particular areas of focus for the Department, are met.

The Chair of each of these sub-committees operates as an active member of the EDC, reporting in on a quarterly basis. The EDC in turn makes recommendations to the Department's Management Committee.

### **SCOPE**

The PSS Committee scope includes (but is not limited to):

- Identifying and implementing measures to support career progression of PSS in the Department
- Reviewing activities and spearheading activities which support career development
- Identifying and promoting University-wide or Divisional support mechanisms available for PSS in the Department of Paediatrics.

### **DEFINITION – PROFESSIONAL AND SUPPORT STAFF**

For the purposes of this group and the Department of Paediatrics Athena SWAN applications, the term professional support staff includes the following;

All staff within the Department of Paediatrics who are not on an academic career pathway, who fall within grades 1-5, as well as any professional services or research support staff who sit at grade 6 and above.

This terms also includes nursing, laboratory and operational staff (administrative, project managers, HR & finance). This is not an exclusive list of job roles, but a guide. This committee will not be focusing on academic career pathways.

### **OBJECTIVES**

- To survey PSS in the Department to establish their needs / gaps in support.
- To establish a series of thematic workshops focusing on career development related topics, picking up on the result of the survey (e.g., retaining talent, management and wellbeing training, secondments, etc.).
- To signpost mentoring opportunities, where possible to PSS staff.
- To identify resources provided within the wider University, and signpost and promote them in the Department.

## **MEMBERS**

Committee membership aims where possible to reflect the diversity of administrative roles and varying degrees of career progression summarized under 'professional and support staff', up to and including clinical, pre-clinical (i.e., nurses, lab techs), administrative staff and finance staff.

There will be administrative support provided by the Department.

## **CURRENT MEMBERS**

- **Dr. Amanda Nicolle, Communications and Events Officer**, Level 2 IDRM
- **Mrs Amarjit Bhomra, Lab Manager, Wood Group**, Level 0 IDRM (Bullying and Harassment Officer)
- **Ms Charlotte Walber, HR Manager**, Level 2 Children's Hospital (JR Hospital)
- **Dr. Chelsea Larabee, Programme Manager, Wood Group**, Level 0 IDRM
- **Ms Emily Davis, Finance Manager**, Level 2 Children's Hospital (JR Hospital)
- **Mrs Emma Plested, Programme and Regulatory Affairs Director**, OVG CCVTM, Churchill Hospital
- **Ms Jennifer Alderson, Research Assistant**, Level 2 IDRM
- **Dr. Julia Milano, Clinical Research Quality Manager**, Level 1 Children's Hospital, (JR Hospital)
- **Ms Katherine Fletcher, Head of Operations for MRC CoRE-TG (Centre of Research Excellence in Therapeutic Genomics)**, Level 0 IDRM
- **Ms Lucy Cornish, HR Officer**, Level 2 Children's Hospital (JR Hospital)
- **Dr. Luke Evans, Acting Head of Operations**, Level 2 IDRM
- **Mrs Rebecca Beckley, Project Manager, Paediatrics Research**, Level 1 Children's Hospital, (JR Hospital)
- **Ms Tumi Akomolafe, Operations and Personal Assistant**, Level 2 IDRM (*Chair*)