

Terms of Reference

Professional and Support Staff Committee

PURPOSE

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

The PSS Committee is one of two sub-committees of the Equality and Diversity (Athena Swan) Committee (E&D). These sub-committees were set-up in February 2020 to ensure that the key objectives of the E&D Committee are met and to address particular areas of focus for the Department.

The Chair of both sub-committees is a member of and reports to the E&D Committee. The E&D Committee makes recommendations to the 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 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, this 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

- i. To survey PSS in the Department to establish their needs / gaps in support

- ii. To establish a series of thematic workshops focussing on career development related topics, picking up on the result of the survey (e.g. retaining talent, management and wellbeing training, secondments, etc.)
- iii. To identify PSS who would like a mentor and to match them with senior members of staff in the Department who are willing to act as mentors
- iv. To identify resources provided within the wider University, and signpost and promote them in the Department.

MEMBERS

The Committee should have members from a range of groups in the Department, some members with a clinical and pre-clinical background (nurses, lab techs) and administrative/finance and members at different levels of their career. There will be administrative support provided by the Department.

CURRENT MEMBERS

- Charlotte Walber, HR Manager, Level 2 Children's Hospital (Chair)
- Mr Dominic Tromans, Executive PA to Profs. Roberts and Servais, Level 2 Children's Hospital
- Mrs Amarjit Bhomra, Lab Manager (also harassment contact), Wood Group, IDRM
- Mrs Becky (Rebecca) Beckley, Project Manager, Paediatrics Research, Level 0 JR Hospital
- Miss Emily Davis, Finance Officer, Level 2 Children's Hospital