

The Essential Guide to the Journey to Juno Champion

1. Before doing anything else!

- ☞ Establish a working group or departmental committee with representation drawn from but not necessarily limited to both male and female contract research and academic staff of different ages, grades, life experience and length of time with the department. It must be clear that the senior management of the department is actively engaged with the process.
- ☞ Make sure that people within the department are aware of Juno, what it involves and why the department is doing it. Explain that there will be consultation and how it will happen. Circulate the Juno Code of Practice.
- ☞ Talk to other departments who might be looking at these issues or in the process of applying for Athena SWAN recognition or have already been successful. Find out what support might be available from HR, staff development or Robert's money.
- ☞ Talk to the Diversity Team at the Institute of Physics – we are always happy to offer advice and suggestions by telephone, e-mail or visit.

2. Work out where you are at the moment

- ☞ Collect your evidence together and do a quick self-audit against the Code of Practice. The key types of evidence to look at or to start collecting are:
 - Gender disaggregated statistics on:
 - ❖ undergraduate applications, offers and admissions,
 - ❖ class of degree awarded,
 - ❖ post-graduate students,
 - ❖ applications, shortlisting, appointments, promotions for research and academic posts,
 - ❖ seminar or colloquia speakers.
 - Quantitative data on take up of flexible and part-time working, completion of performance reviews, induction.
 - Qualitative data on perceptions of staff (including PDRAs) on transparency/usefulness/ support of flexible working, work-life balance, promotion process, work allocation model, mentoring, performance reviews, career guidance, induction, career breaks and return to work – just because there is a

university or departmental policy in place does not mean that it everyone knows about or that the policy is equally applied or that the policy is having the results that it was intended to.

- ☞ Find out what is available centrally from the university e.g. statistics on students and staff in your department, results extracted for your department from staff surveys.
- ☞ Consider running simple surveys or hold consultation meetings within your department e.g. use the Athena Partnership good practice checklist or sample questionnaires available from the Athena SWAN Charter.
- ☞ Talk to people at all levels in the department – what the senior management team thinks happens may not be what really happens!
- ☞ Consider obtaining some independent input structured around the Juno Principles through an Institute of Physics Site visit.

3. Action Plan

- ☞ Once you have your evidence, identify areas where things aren't working as they should or where there are opportunities to make positive changes.
- ☞ For examples of the sorts of actions you could take look at the good practice reports and case studies available from the Institute of Physics www.iop.org/activity/diversity, Athena Partnership www.athenapartnership.org, Royal Society of Chemistry www.rsc.org/ScienceAndTechnology/Policy/Documents/Diversity.asp, and Athena SWAN Charter www.athenaswan.org.uk.
- ☞ Decide what might be quick wins or be medium or long term actions. Remember that changes in culture and attitudes can take a long time but other successes can be achieved more quickly.
- ☞ Develop SMART (Specific Measurable Appropriate Realistic Timed) targets – these are the steps that you need to take to achieve the end goal and help you to measure the progress you make.
- ☞ Ownership of the Action Plan and the targets is important, as is ensuring that resources are available. Make sure that it is clear who is responsible for each action and that they have the time, money to do it and admin support to do it.
- ☞ Offer the plan for wider consultation within the department.
- ☞ Communicate the plan to the department and monitor and report on progress.
- ☞ Build in monitoring, review and communication processes.