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# Project Juno

## Key steps in the journey to becoming a champion

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## **Before doing anything else**

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- Make sure that people within the department are aware of Juno, what it involves and why the department is doing it.
- Establish a working group or departmental committee with representation drawn from male and female contract research and academic staff of different ages, grades, life experience and length of time with the department.

## **Before doing anything else**

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- 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.
- 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.

## Gather your evidence

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- 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.

## Policies and procedures

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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.

- What do you have in place?
- How does it compare with what is in Juno?
- What impact has it had?
- What it is the view of staff on how well they work?
- 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

## Gather your evidence

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- 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.

## Action plan

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- 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, Athena Partnership, Royal Society of Chemistry and Athena SWAN Charter.
- 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.

## Action plan

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- 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.

## Action plan

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- Offer the plan for wider consultation within the department.
- Communicate the plan to the department and monitor and report on progress.
- Build in a monitoring and review process so that you know whether what you are doing is working or could be improved.

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**Celebrate success**