**Armagh Observatory and Planetarium**

**Juno Champion Action Plan**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Reference** | **Juno Principle/Criteria** | **Actions Already Complete** | **Planned Future Actions** | **Responsibility** | **Timescale** | **Success Measure** |
|  | **1. A robust organisational framework to deliver equality of opportunity and reward** | | | | | |
|  | *1.1 Establish organisational framework* | | | | | |
|  |  |  |  |  |  |  |
| 1 | 1.1.1 Evidence of senior management commitment | Head of Research member of the Juno committee  Quarterly Juno update to Management Committee  MC currently has 3 females and the BoG has 2 females. | ED & I Strategy to be developed and implemented  Ensuring Department undertake to promote female application when appointing Management Committee members in 2024. | Head of Corporate Services | Late 2023/24 | Implemented ED & I Strategy for AOP.  Increase in female MC members. |
| 2 | Effective consultation, communication, monitoring, evaluation and reporting mechanisms | Staff surveys  Fair Employment monitoring completed annually. | Ensure staff survey more targeting  Breakdown of PhD acceptances/rejections to be collected.  Target of 50% of the visiting astronomers should be female. | Head of Research | From February 2024 | Real time data.  Ensuring a balance of visiting astronomers and better gender balance on Committees. |
| 3 | Clear accountability for implementation and resources allocated (time and money) | Juno budget set annually | Ensure a budget allocation plan set out at beginning of financial year. | Head of Research | April 2024 | Timetable of objectives and events will be set out annually.  Will allow for accountability into how budget is allocated. |
|  | *1.2 Monitoring and evidence base* | | | | | |
| 4 | Monitor over time, quantitative data by gender. Include all student admissions and performance. All staff applications, shortlists, appointment and promotion, looking at the proportion of women at each stage | All data collect and analysed. | Promotions data to be reported annually in the ED&I report  Work with AOP corporate team to improve access and usability of  diversity data collected. | Head of Corporate Services  Juno Lead | 2023 | Gender breakdown data published on AOP website for public. |
| 5 | Obtain qualitative data from staff | Staff survey run annually.  Regular focus groups with all staff, including individual and small group meetings to discuss 2022 staff survey findings. | Continue with annual staff survey.  Also timetable biannual full staff and sectional focus groups to ensure any issues within all sections of AOP are heard and acted upon. | Head of Corporate Services | Ongoing | All staff have the opportunity to speak openly about the culture of AOP to a non-research member of staff.  Aim to have attract at least 10% of each target group to the sessions to ensure reliable sample size |
| 6 | Identify any discrepancies in gender representation and/or progression and identify factors that might be causing them | Annual stat collecting exists since 2015 and each year we will be able to compare more data to spot trends which may require analysis and action. | Further monitor trends and statistics through Juno Committee.  Work with the NI Equality Commission to look at ways to further analyse gender breakdown.  Collect further data on gender identity and ethnic identity to expand the data for analysis. | Head of Corporate Services  Juno lead | 2024 | Have data by gender and ethnicity in all areas of current data collection and report annually on other minority groups (BAME, LGBT etc) |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Reference** | **Juno Principle/Criteria** | **Actions Already Complete** | **Planned Future Actions** | **Responsibility** | **Timescale** | **Success Measure** |
|  | **2. Appointment and selection processes and procedures that encourage men and women to apply for academic posts at all levels** | | | | | |
|  | *2.1 Ensure that processes and procedures are open and transparent, and that everyone is treated fairly* | | | | | |
| 7 | Ensure career breaks are taken into consideration | All interview panels must contain at least one female member of staff regardless of the gender of applicants.  Shortlisting emphasises selection based on evidence of the candidate meeting the essential criteria without reference to personal information. |  |  |  | Continue to assess based on criteria in application without reference to career breaks. |
| 8 | Gender awareness included in training for all staff who interview | All AOP panel members received equality and diversity training prior to sitting on a panel. |  | Policy & HR officer | Ongoing |  |
| 9 | Provide induction for all new staff, including research assistants, on appointment | AOP has an induction policy and procedure that is followed for all new staff on appointment. |  | Policy & HR officer | Ongoing | Continue to review the induction programme for effectiveness. |
|  | *2.2 Take positive action to encourage under-represented groups to apply for jobs* | | | | | |
| 10 | Monitor applications, shortlists and appointments, looking at the proportion of women (internal and external) at each stage | Data for this is collected annually as part of the Fair Employment Monitoring return to ECNI. | Language decoder will be used in all job adverts to ensure adverts are non gendered. | Policy & HR Officer | September 2023 | Continue to monitor the gender of applicants to ensure |
| 11 | Identify any discrepancies and investigate why this might be the case, taking action as necessary | The recruitment process is reviewed prior to any new recruitment process. | All job adverts will contain a male and female contact name which was identified as good practice by the Juno Committee. |  |  | An increase in enquiries to the female contact (from both males and females) in response to job advert/ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Reference** | **Juno Principle/Criteria** | **Actions Already Complete** | **Planned Future Actions** | **Responsibility** | **Timescale** | **Success Measure** |
|  | **3. Departmental structures and systems which support and encourage the career progression and promotion of all staff and enable men and women to progress and continue in their careers** | | | | | |
|  | *3.1 Transparent appraisal and development* | | | | | |
| 12 | Appraise all staff, including researchers and PDRAs | Annual appraisal process in place for all staff including PDRA’s (since 2022). | Revising the appraisal form to ensure it is more relevant to research staff. | Head of Corporate Services  Head of Research | June 2023 | Appraisal process is seen as a tool for improvement within the organisation.  Staff survey results will be used to monitor the effectiveness of this. |
| 13 | Mentoring scheme in place with training and guidance available for both mentors and mentees | Informal and ad hoc mentoring happens depending on staff member. | Develop and implement a staff mentoring scheme using Research as a pilot scheme.  NICS have developed a new Mentoring Toolkit – this will be reviewed for suitability for AOP research staff. | Head of Research  Policy & HR Officer | Jan 2024 | PDRA’s avail of the scheme and monitoring usefulness through the staff survey and focus groups.  If Toolkit is suitable then mentor and mentorees will be able to access, we will maintain records of this. |
| 14 | Ensure all staff, including PDRAs, have access to impartial career guidance | All PDRAs are assigned a line manager on arrival. | Improve monitoring of uptake of careers advice.  Liaise with PDRAs to produce useful careers events.  Develop a career development page to contain the most up to date information on any new development opportunities. | Head of Research  Juno Committee lead  ICT Manager/Policy & HR Officer | Ongoing | Higher positive response from all staff on career support based on responses in staff survey. |
|  | *3.2 Transparent promotion processes and procedures* | | | | | |
| 15 | Ensure promotions process is transparent and fair to all staff at all levels, including those who have had a career break | AOP have very little opportunity for promotion as per NI legislation all opportunities need to be advertised publicly. Any templates and deadlines are published and promoted to all staff well in advance of deadline. |  |  |  |  |
| 16 | Ensure all staff are aware of promotion criteria and process and the support available to them throughout the process | As above there is very little scope for promotion within AOP however any posts advertised are widely circulated to all staff. |  |  |  |  |
| 17 | Take steps to identify and encourage potential candidates for promotion | All staff are emailed when any opportunity arises within AOP. |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Reference** | **Juno Principle/Criteria** | **Actions Already Complete** | **Planned Future Actions** | **Responsibility** | **Timescale** | **Success Measure** |
|  | **4. Departmental organisation, structure, management arrangements and culture that are open, inclusive and transparent and encourage the participation of all staff** | | | | | |
|  | *4.1 Promote an inclusive culture* | | | | | |
| 18 | Ensure departmental processes, procedures and practices are fully inclusive | AOP processes, procedures and practices are applicable to all staff within the organisation.  Staff views are collated and female members on committees and interview panels. |  | Director | Ongoing | Continue to monitor issues through staff survey relating to how fairly staff feel treated. |
| 19 | Gender awareness included in the training for all staff and demonstrators | An element of E&D is included in induction. | Offer online training to all staff and students. | Policy & HR Officer | Oct 2023 | High uptake (>60%) of online training which will be monitored. |
| 20 | Promote inclusive social activities and other opportunities for mutual support and interaction | All sections hold a range of social events.  Regular social events when new students start. | Establish a social committee to set number of events and gathering during the year.  Hold a wider range of social events and include family in them where possible. | Head of Research  Education & Outreach Manager | Oct 2023 | Run at least 4 staff social events per year with one of these being family friendly.  More participants in organised events. |
| 21 | Use positive, inclusive images in both internal and external communications | Efforts made to achieve gender representation at open days.  Holding annual departmental international women’s day events.  All website images contain a diverse mix of gender and ethnicity and are of real Research personnel students not stock images.  Planetarium exhibition area has a female “Hall of Fame” in place to highlight female role models.  The Bell Building is named after Dame Jocelyn Bell Burnell. | Develop in-house role model posters to raise visibility of diverse success stories  Continue to monitor AOP website and social media channels showcasing Diversity. | Outreach & Education Manager | Ongoing | Positive diversity shown in departmental communications. |
| 22 | Encourage and support female seminar speakers | Data regularly collected from all seminar organisers to monitor gender split. Data available on AOP website. | Produce resource for workshop/conference organisers.  Continue to source national and international data on gender split in different research fields to monitor if seminars are reflecting their field fairly. | Head of Research  Juno Committee | Ongoing | Ensure data is populated and held centrally.  Having a minimum of 30% women seminar speakers. |
|  | *4.2 Transparent work-allocation model* | | | | | |
| 23 | Recognise the full range of types of contribution and departmental role, including administration, welfare and outreach activities | Informal workload model recognises supervision, admin, research and outreach activities. This currently working well at AOP with informal discussions to ensure work appropriately attributed. |  | All staff/ Director | Ongoing |  |
| 24 | Ensure all staff are aware of the criteria used to develop the model and that the allocation is transparent | Model is publicly visible, discussion of any changes takes place regularly in research meetings. | Ongoing monitoring of work load model. |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Reference** | **Juno Principle/Criteria** | **Actions Already Complete** | **Planned Future Actions** | **Responsibility** | **Timescale** | **Success Measure** |
|  | **5. Flexible approaches and provisions that enable individuals, at all career and life stages, to optimise their contribution to their department, institution and to SET** | | | | | |
|  | *5.1 Support and promote flexible-working practices* | | | | | |
| 25 | Clear support from Head of Department for flexible and part-time working | Policies in place and all staff understand their choices on flexible or part-time working reflected in results from all staff survey. | New Hybrid working policy in place since January 2023, continue to monitor. | Director | Ongoing | Continue to monitor survey results to ensure staff understanding of policies. |
| 26 | Consistently applied policy on part-time and flexible working | Director and SMT applies AOP policy to consider all applications for flexible and part time work. | Ensuring the AOP policy on flexible working is clearly included in webpages and induction materials.  Monitor and record requests for parttime and flexible working to ensure no gender bias. | Director  Policy & HR Officer | Ongoing | Monitoring of full time and part time staff to continue as part of annual NI Fair Employment Monitoring return. |
| 27 | Promote the benefits of flexible working for both men and women, particularly for those with caring responsibilities | Staff surveys have indicated that all staff are aware of the polices and how to apply for a change in work pattern. | Develop a policy on Special leave. | Head of Corporate Services | Jan 2024 | 79% of staff are happy that they are able to work flexibly or request flexible working as expressed in the staff survey (2022)  92% agree that they are able to manage their time to complete their work objectives within reasonable hours. |
| 28 | Explicit support for those returning from career breaks or maternity leave | No career breaks have been taken by AOP staff.  Maternity leave returners are offered job role support and a phased return to suit their needs as well as being able to apply for part time or reduced hours in their contract. | Increase visibility of scheme and issue guidelines on it as part of the parental (or other leave) process. | Policy & HR Officer | Ongoing | Policies in place |
| 29 | Encourage take up of shared parental, paternity and other caring leave. | AOP policy follows that of NICS and includes shared parental leave.  AOP offers 2 weeks full pay for paternity leave from September 2022. | Publicise AOP policies on website. | Policy & HR Officer | Sept 2023 | Increase visibility of those using the shared parental leave scheme by case studies and signposting to relevant staff resources pages of how it works in practice. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Reference** | **Juno Principle/Criteria** | **Actions Already Complete** | **Planned Future Actions** | **Responsibility** | **Timescale** | **Success Measure** |
|  | **6. An environment where professional conduct is embedded into departmental culture and behaviour** | | | | | |
|  | *6.1 Ensure that all staff and students are aware of expected professional conduct* | | | | | |
|  |  | AOP Dignity at Work Policy in place and disseminated to all staff and students at induction.  Code of Conduct signed by all staff and students on commencing contract/studies. |  | Director | Ongoing |  |
|  |  | Whistleblowing Policy regularly updated and available for staff/students if required with names contacts. | Policy updated in March 2023 and staff will be reminded of where to access it and how to use it to improve general confidence to speak out when something is witnessed. | Director | June 2023 | Monitor uptake of information session and staff awareness via the next staff survey (end 2023) |
|  | *6.2 Address bullying, harassment and misconduct* | | | | | |
|  | Ensure all staff and students are aware of how complaints of bullying, harassment or other misconduct will be dealt with through an enforceable formal policy. | Formal policy in place and all staff receive information on the expected behaviours. Established staff undertake Line Management training regarding processes for misconduct. | Consistent and continued use of behaviour conduct policies in any issues that arise with any staff. Periodic reminder following any incident of how behaviour issues are handled to all staff | Director | Ongoing | 87% of staff (in Staff Survey know what to do around making complaints and awareness of support processes when things go wrong. |
|  | Ensure there is a transparent reporting mechanism within the department to address any complaints. | All staff can report any concerns in three ways - through their line manager, through the Head of Research or directly to the HR Officer.  From here any upheld complaints will be addressed following the disciplinary procedure. | To date these issues have been dealt with informally however AOP will instigate a method of monitoring and responding to these issues consistently whilst maintaining required confidentiality to those individuals directly involved. | Head of Corporate Services | Jan 2024 | Monitor and report through the Staffing, Policy Remuneration Committee (SPRC). |