

# **PROJECT LEAD**

## Faculty of Science

ALC1532

CANDIDATE BROCHURE



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# WHAT MAKES UEA SO SPECIAL?

The University of East Anglia is a publicly funded major UK research and teaching university. It was built to embody a radical new vision for higher education, where interdisciplinarity is crucial and excellence in both research and teaching is valued. UEA consistently ranks within the top quarter of universities in the UK for the quality of research and teaching.

As a major regional employer and cultural centre, we take our regional civic responsibilities very seriously and have kept our sights on the people and place we call home. In fact, we launched our University Civic Charter in October 2023; created from in-depth community engagement, renewing our commitment to the region as part of our 60th anniversary.

There are many things which make UEA special, not least of which is the community of staff and students that work and study here. UEA includes three Nobel prize winners, including Sir Paul Nurse and Sir Michael Houghton, and many fellows of the Royal Society and British Academy amongst our alumni and current staff.

Our campus is home to Sir Denys Lasdun's iconic brutalist architecture set in hundreds of acres of beautiful country park that includes a large broad (lake). In the spirit of Lasdun's ambition to inspire an anatomy of ideas, today, UEA is tackling some of the key challenges of the changing world. UEA's research combines disciplines and breaks new boundaries across its priority research themes of climate, creative and health.

UEA is the place where global warming was first documented. Since the 1970s, UEA's Climatic Research Unit, and more recently Tyndall **Centre for Climate Change (Headquarters** hosted at UEA), have played a pivotal role in developing temperature records and climate models, contributing to the understanding of climate change, and informing global policy. Our Professors Corinne Le Quere, Rachel Warren and Robert Nicholls were recipients of Nobel Peace Prize (2007), awarded to Al Gore and the Intergovernmental Panel for Climate Change (IPCC) in recognition of efforts to increase public knowledge of anthropogenic climate change. Environmental Science and Global Studies at UEA continue to be a major powerhouse for research and teaching.

UEA is widely regarded as a pioneer in creative writing, having established the UK's first Creative Writing Masters programme in 1970. This renowned programme has since attracted and produced numerous successful writers, including Booker Prize winners such as lan McEwan and Anne Enright, and Nobel Prize Winner Kazuo Ishiguro. In recent years, UEA academics have played a pivotal role in the discovery and presentation of the Gloucester Royal shipwreck (Norfolk's Mary Rose). Our iconic Sainsbury Centre for Visual Arts is a major museum and arts research facility.



Health research at UEA not only embraces the Faculty of Medicine and Health but draws in research from both social and natural sciences. Research under this theme has made major contributions in the fields of healthy ageing, epidemiology and involving citizens (via our innovative Citizens' Academy) in improving health care outcomes. This theme benefits from close association with the other major research institutes on the Norwich Research Park; notably the Norfolk and Norwich University Hospital and the Quadram Institute. The Norwich Cancer Research Network, and Norfolk Institute for Healthy Ageing, are examples of key mechanisms for delivery of real impact from health research at UEA.

UEA has been a major success over the last 60 years and looks forward with confidence to the next 60 years.

For an informal discussion about the post please contact Iv Bacic, Head of Faculty Technical Resources, via email I.Bacic@uea.ac.uk.

## UEA is part of the Norwich Research Park

Norwich Research Park (NRP) membership locates UEA in one of the largest concentrations of research institutes in the whole of Europe – four independent internationally-renowned research institutes: John Innes Centre, Quadram Institute, Earlham Institute and The Sainsbury Laboratory; with the University of East Anglia and Norfolk and Norwich University Hospitals NHS Foundation Trust, supported and funded by The John Innes Foundation, The Gatsby Foundation, and UKRI Biotechnology and Biological Sciences Research Council.

The NRP provides an ideal environment for collaborative use of infrastructure and facilities, with a single portal for academics and businesses to access the specialist facilities across the Park.

The Enterprise Centre is a regional business, knowledge and innovation hub, with workspace provision and supports over 80 businesses working alongside UEA staff and students in a dynamic and vibrant entrepreneurial community. On the wider NRP, there are dedicated laboratory and office spaces in the Innovation Centre and Centrum hosting over 600 staff within a total of 115 businesses and spinouts.



## **OUR BENEFITS**

UEA offers a fantastic benefits package for staff. We recognise all our staff have different priorities and lifestyles so we are continually reviewing our offering to ensure there are benefits which suit everyone. Current benefits include:



Further information can be found on our **<u>Staff Benefits page</u>**.

# THE ROLE

To professionally project manage and coordinate the Faculty of Science's input in designing and delivering the Campus Development Programme (CDP) Phase 1 project within budget, timeframe, and quality standards. Be a core member of the CDP Phase 1 Project Team. To comply with all legislation, Health and Safety, statutory regulations, internal processes, and policies.

To work effectively with colleagues within the Faculty of Science, external project managers, consultants, the Estates and Facilities Division and the wider University community to ensure the requirements of the CDP Phase 1 project are delivered for the Faculty of Science in line with the Project Brief and programme.

To manage the technical activities within the Faculty of Science required to support and deliver the CDP Phase 1 Lasdun Wall Refurbishment project, always being mindful of the Project Brief and programme.

To prepare and deliver the Implementation Plan for moving equipment and activities from Buildings 4, 5 and 6 into Building 3.

This job description provides a framework for the role of Science Project Lead. It should not be regarded as a definitive list of duties and responsibilities, which will develop and change over time.

## **KEY RESPONSIBILITIES**

• Act as the main point of contact within the Faculty of Science for the Phase 1 project, attending Design Team meetings as required along with monthly Project Team meetings and reporting into these meetings to provide information from the Faculty and to receive information from the Project Team and disseminate this as appropriate within the Faculty.

- Manage the integration within Schools as is necessary to ensure the Phase 1 construction project meets Faculties requirements. Ensure the project meets the UEA standards and supports the objectives of the Faculty, providing an environment that is fit for purpose.
- Actively monitor the Phase 1 Project Brief to ensure that requirements for the Faculty of Science are being met by the design, and ensure that any potential changes to the Project Brief requirements are fully assessed and understood and that the Change Control process is robustly applied, based on the default in favour of 'no change'.
- In conjunction with the Phase 1 Estates Project Lead, actively monitor the Phase 1 programme to understand the requirements, information, and activities required from the Faculty of Science and ensure plans are developed and implemented to progress such information and activities in good time to protect the programme.
- In conjunction with the Phase 1 Estates Project Lead and Senior Faculty Management, facilitate wider stakeholder engagement within the Faculty of Science to collate information required for the project design or delivery and ensure that colleagues within the Faculty are kept up to date on the project progress and next steps.
- Communicate progress to relevant stakeholders as required and prepare reports for Faculty Executive advising on progress, key project issues and recommendations.
- Provide advice on construction design, conferring with colleagues to utilise and incorporate technical expertise at the design and construction stages.
- Confer with colleagues to utilise technical expertise to incorporate at the design and construction stages.
- Organise and manage design, client and any other meetings necessary to deliver the project successfully.

## **KEY RESPONSIBILITIES CONTINUED**

- Liaise with Lab Managers, researchers, and facility end-users to prepare and implement an effective Delivery Plan for the move of equipment and activities from Buildings 4, 5 and 6 into Building 3, to include but not be limited to:
- all preparation requirements, move requirements, and recommissioning requirements of equipment;
- all preparation requirements and move requirements for chemicals, materials and consumables;
- the disposal of any items that are not required to be moved.
- In consultation with Laboratory Managers, researchers, and facility endusers, collate the relevant information from within the Faculty of Science and from equipment suppliers as required to develop the cost plan for the preparation, move and recommissioning of equipment from Buildings 4, 5 and 6 into Building 3.
- In collaboration with Laboratory Managers, researchers, and facility endusers, to develop a Business Case for each item of equipment that needs to be purchased in relation to the Phase 1 Project, for example, where an existing item of equipment will not survive the move and needs to be replaced or where the cost of moving and recommissioning an existing item of equipment exceeds the cost of disposal and purchasing a replacement.
- In consultation with Laboratory Managers, researchers, and facility endusers, ensure that the maintenance and servicing requirements for all Faculty of Science equipment are understood, and arrangements are put in place to appropriately deliver these in relation to the five years postoccupancy of Building 3.
- In conjunction with the Estates Project Lead, work closely with the UEA Maintenance Soft Landings Champion, the contractor and the project Soft Landings Team to ensure that the handover of the new facilities is prepared for as early in the project as possible and that risks associated with

occupation and use of new facilities are identified, mitigated and managed.

- Identify, receive, arrange the appropriate and safekeeping of records, and distribute information produced by the Project Team related to the operation of the new facilities, equipment and infrastructure in terms of Faculty of Science responsibilities and activities.
- Identify and deliver or arrange any training required for Faculty of Science members of staff and students associated with the new facilities, infrastructure and equipment.
- In conjunction with Lab Managers and the Head of Faculty, Technical Resources ensure that a comprehensive decommissioning plan is prepared for each laboratory and Faculty of Science space in Buildings 4, 5 and 6, with the exceptions only of the specific facilities that have been confirmed as remaining in-situ within Level 02 of Building 5.
- Report to the Head of Faculty Technical Resources to provide regular updates on the project and agree implementation plans.
- After handover (and possibly post-secondment), be the Faculty of Science's first point of contact to deal with defects and liaise with the Estates Project Lead to ensure defects are addressed.
- After handover (and possibly post-secondment), participate in postoccupancy evaluation reviews as required.
- Ensure that robust health and safety procedures and practices are maintained.
- To meet the University's business needs, there may be a requirement to work outside of normal working hours.
- Any other such duties commensurate to this role to assist with delivering the Phase 1 Project within the Faculty of Science.
- This position is a member of UEA Technical Services and a member of the technical management team. This position is key to the Faculty of Science's input to the design and delivery of the CDP Phase 1 project and is a core member of the CDP Phase 1 Project Team.

# THE PERSON

## EDUCATION, EXPERIENCE AND ACHIEVEMENTS

- Degree or equivalent qualification in a relevant field and/or substantial recent experience working in a comparable role (E)
- Experience in undertaking lead role within project teams (E)
- Previous role with responsibility for managing and providing specialist, technical or administrative advice and expertise, direction, and input across a broad range of activities within a wet and dry laboratory-based setting (E)
- Experience in managing budgets (E)
- Experience in working effectively with external bodies/organisations (E)
- Experience in Health and Safety, risk assessments and implementation of safe work practices in a similar setting (E)
- Demonstrable experience in construction projects and/or teams in a 'live' environment (E)
- Demonstrable experience of being involved in the design process of construction and associated related projects (D)
- Experience of the issues and logistics around

working in a live environment such as the University and associated laboratories (D)

- Experience working on a broad range of significant buildings and/or refurbishment projects, particularly in research laboratory environments (D)
- Laboratory Health and Safety experience and/ or qualifications (D)
- Experience in developing construction cost plans (D)
- Experience in feasibility studies and options appraisals (D)
- Experience in planning permissions processes and working with relevant statutory bodies (D)

### SKILLS AND KNOWLEDGE

- Proven project management skills with the ability to implement effectively in the workplace whilst dealing with multiple priorities (E)
- Broad knowledge of science disciplines (E)
- Broad technical knowledge of the work undertaken within a science research laboratory setting (E)
- Extensive knowledge of the Health & Safety requirements of laboratories and other facilities operating at containment level 2 and above (E)

- Excellent IT skills (Microsoft Office Packages) (E)
- Skilled use of corporate IT systems (E)
- Excellent numerical and analytical skills (E)
- Excellent oral, written and interpersonal and communication skills with ability to deal faceto-face, via telephone and email with individuals from a variety of backgrounds, cultures and nationalities (E)
- Excellent report writing and presentation skills (E)
- Excellent interpersonal skills and able to demonstrate tact and diplomacy in working (E)
- Client focussed approach to project delivery (E)
- An understanding of risk analysis and risk management in construction projects (D)

#### Continued on next page.

## PERSONAL ATTRIBUTES

- Self-motivated to work independently without close supervision (E)
- Able to use own initiative and resolve problems (E)
- Effective team player with the ability to lead and motivate, set work, and promote best practices (E)
- Organised and methodical with the ability to adhere to strict deadlines and organise work and meet required targets (E)
- Attention to detail and accuracy in all work undertaken (E)
- Able to ensure that the Faculty remains compliant with the current legislation and HSE guidance (E)
- Able to devise and deliver training to laboratory users, technical and other staff and students (E)
- Able to work sensitively with different people's needs (E)
- Able to interact with a wide range of people, including staff and students, internally and externally to the University (E)
- Able to adapt approach when dealing with sensitive and confidential issues to engender cooperation and work collaboratively (E)

- Able to be confident, persuasive, tactful and diplomatic as situations require (E)
- Able to demonstrate a commitment to continuous professional development and a willingness to undertake further training as appropriate (E)
- Able to manage complex budgets (E)
- Able to research, gather and process data and information: analyse and interpret results; and determine appropriate action (E)
- Able to write concise documents clarifying and explaining procedures and regulations etc (E)
- There may be a requirement for after-hours/ weekend working on occasions to meet University's needs (E)
- Able to work in a demanding environment retaining quality work output and a healthy sense of perspective (D)
- Ability to understand and process fine levels of detail whilst also being able to work at a strategic level when required (D)

**Essential Requirements (E)** are those, without which, a candidate would not be able to do the job.

**Desirable Requirements (D)** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

# FURTHER INFORMATION

The post is available from 28 April 2025 on a full-time basis for a fixed term period of 2 years.

A secondment will be considered for internal applications, please ensure that a secondment will be possible with your Line Manager/Head of Department, before submitting a formal application.

Salary will be  $\pounds$ 48,149 to  $\pounds$ 55,755 per annum on Grade 8 on the single salary spine.

Relocation expenses are reimbursable under certain conditions.

**Place of Work** - The University is strongly committed to providing an excellent student experience and research environment, and it is expected that all staff will be available on campus to carry out their duties during their working week in support of these goals.

If successful you will be asked to show evidence of right to work in the UK prior to any formal offer being made. Non-British and non-Irish nationals entering the UK to undertake employment or who are currently in the UK will have to meet eligibility criteria under the points-based immigration system. The University may be able to provide sponsorship under the <u>Skilled Worker</u> route if relevant criteria are met. Please note, due to the complexities of the immigration system, Skilled Worker visa sponsorship is not guaranteed for every role. If you would like further information about whether this role is eligible for visa sponsorship, please contact <u>staff.visacompliance@uea.ac.uk</u>

The post is superannuable under the Universities Superannuation Scheme and there is an annual holiday entitlement of 30 days plus statutory (8 days) and customary (6 days) holidays. The University is committed to creating an environment where the health, welfare and safety of all students and staff is of paramount importance. The University's Safeguarding Policy addresses both child protection and safeguarding children, young people and vulnerable adults within the work of the University. Appointment will be subject to satisfactory pre-employment checks, which may include an Occupational Health assessment. Information on the benefits of working at UEA can be found at <u>https://www.uea.ac.uk/about/working-at-uea</u>.

If you require the information contained within this candidate brochure in a different format please email staff.recruitment@uea.ac.uk

## HOW TO APPLY

To apply for this vacancy, please follow the online instructions at: <u>https://</u><u>vacancies.uea.ac.uk/</u>

The closing date for this role is 11:59pm on 5 March 2025.

Please note that the application form contains an Equal Opportunities section which must be completed. The Equal Opportunities information will not be made available to the selection panel and will not form any part of either the short-listing or decision making process.

It is anticipated that presentations and interviews will take place on **31 March 2025** and we will inform you of the outcome of your application prior to this date.

Reasonable travel and incidental expenses incurred in attending the interview will be reimbursed (please ensure that you keep all receipts). Please note that if you are offered a post and decline the offer, travel and incidental expenses will not be reimbursed.

# **ABOUT THE FACULTY**

The Faculty of Science is home to a vibrant community of students, staff, and visitors. Our lively environment allows high quality, innovative research across a broad spectrum of themes. This vibrant culture provides a base for our research-led teaching and underpins all our activities from influence of government policy to presentations at local schools.

Our five Schools of Study engage in world leading research. You can find out more about activities in our Schools on our Faculty <u>information pages</u>.

- School of Biological Sciences
- School of Computing Sciences
- School of Chemistry, Pharmacy and Pharmacology
- School of Engineering, Mathematics and Physics
- School of Environmental Sciences

Our Schools are bolstered by degree courses in Actuarial Science, Natural Sciences, Physics and Geography.

We are also part of the Aurora Network, a network united by our commitment to build a different kind of inclusive university community. Learn more about the Aurora University Network on their <u>website</u>.

"The UEA 'Do Different' ethos is central to Science and Engineering at UEA, which provides a dynamic and inclusive environment for teaching, research, innovation, and application. We are open to new faculty members who can complement and extend our interdisciplinary portfolio."

**Professor Robert Field** 

**Pro-Vice Chancellor Science** 



# **OUR VALUES**

Shaped by staff, our UEA values represent a core set of standards for how we behave as an employer, drive excellence in teaching, learning and research, and collaborate as an anchor institution in our local community.

From tackling global challenges, striving for student and staff success, and creating a vibrant inclusive environment, our values are what unite us.

# AMBITION COLLABORATION EMPOWERMENT RESPECT







## AMBITION

We are ambitious for our future success.

We are forward-thinking and brave in our approach and decisions. We make space for innovation and creativity, seizing opportunities that are responsible and sustainable. We are ambitious for the advancement of education and research.

## **COLLABORATION**

We are collaborative in our approach.

We work together with shared purpose. We build connections, share ideas and develop new networks. We champion our regional, national and global relationships and demonstrate that together we can achieve greater goals and positively influence the world around us.



## **EMPOWERMENT**

We empower ourselves and each other.

We develop ourselves and others, trusting people to make decisions based on their expertise and knowledge. We continually improve systems and processes to support us in working in an agile and efficient way.



## **RESPECT** We respect each other.

We treat everyone with respect and dignity. We value diversity and foster a community where people can express different thoughts and views. We are open to challenge, so we can learn and improve. We encourage a positive, inclusive environment where everyone has opportunities to fulfil their potential.

# ACCOLADES

- Queen's Anniversary Prizes for Higher and Further Education have been awarded to UEA for international development studies (2009), creative writing (2011) and environmental sciences (2017). Notable alumni include Sir Paul Nurse (1973, Nobel Prize for Medicine 2001), Kazuo Ishiguro (1980, Nobel Prize for Literature 2017), Michael Houghton (1972, Nobel Prize for Medicine 2020) and Sarah Gilbert (1983) who led the Oxford University team to develop a COVID-19 vaccine, approved in 2020.
- Our Doctoral College, established in 2018, hosts six Doctoral Training Partnerships and integrates Faculty and School provision for 1600 Postgraduate Research Students (including those from across the Norwich Research Park), enabling collaboration and innovation.
- We recognise our global impact and were one of the first universities to declare a climate and biodiversity emergency in June 2019. Our sustainable campus, including over 50 acres of environmentally valuable parkland, is constantly evolving with ambitions to be 100% net zero by 2045 or sooner.
- UEA is a University of Sanctuary, an accreditation given to universities that show an ongoing commitment to creating a welcoming culture of inclusivity and awareness.
- UEA was awarded the Silver Athena SWAN Award in 2019, and all our Schools hold awards at Bronze or Silver.

A vibrant place to study, learn and work, UEA is a very special place.



# A SUSTAINABLE UNIVERSITY

At UEA, we are now working to create a university that will be even better in the future, and we are working to achieve net zero carbon by 2045 (or earlier). Our Sustainable Ways vision is one of a resilient university – where consumption is efficient and selfgenerated energy supports low carbon goals, supported by a vibrant community of world-leading researchers and inspired graduates.

At a basic level, our sustainable development means that we try to balance the 'three pillars' of environmental, economic and social elements.

We challenge our environmental impact through on-site energy generation and a district heating and cooling network, reducing our reliance on grid electricity and therefore fossil fuels. We promote and use recycled and 'eco' products such as biological cleaning materials. We champion local suppliers and ethical causes, including Fairtrade and vegan products. We seek to ensure value for money in a holistic, whole-life costing sense in our new buildings and procurement contracts.

### **OUR INITIATIVES**

Central campaigns, such as holiday shut-downs or awareness day events, support a whole-University approach to energy saving and other initiatives.

Follow us on Twitter @SustainableUEA



# **OUR CAMPUS**

UEA is based on a campus that provides top quality academic, social and cultural facilities to over 17,000 students.

Although located in 320 acres of rolling parkland, virtually no part of the campus is more than a few minutes' walk from anywhere else, so everything is close at hand – the library, nursery, health centre, supermarket (incorporating a post office), banking facilities and restaurants. Amongst the striking buildings is the UEA's Sainsbury Centre for Visual Arts, which contains the Robert and Lisa Sainsbury Collection – one of the greatest art collections formed in Europe during the 20th Century.

The University has invested in new learning and teaching and research spaces, including a celebrated new Enterprise Centre that underpins its commitment to promoting student enterprise and entrepreneurship.

Sport and Recreation plays a major part in the life of the University of East Anglia, centred around the major Sportspark facility which is one of the most successful community sport facilities in the UK. This accessible and affordable facility provides a diverse range of activities, and incorporates a 50m Olympic size swimming pool, indoor climbing wall, coaching resource centre and sports injury clinic.



# **NORWICH** A CITY OF STORIES

The city's motto is 'A fine city' and its strong cultural heritage has seen Norwich maintain the best of its historical character whilst developing to become one of the most vibrant and attractive cities in Europe. Norwich offers miles of riverside walks and cycle ways, and a unique collection of 1930's parks. The city is surrounded by beautiful countryside and within easy reach of the stunning Norfolk coast.

Norwich is a UNESCO World city of Literature, the first in the UK, as well as being one of the newly named Tech Cities recognising the growth of digital businesses in the region. The most prominent high-rise building, apart from the castle, is the magnificent 11th century cathedral, which still dominates the skyline. The city's medieval centre of cobbled streets remains largely intact, but there is still space for modern buildings such as the city's centrepiece, the Forum, which is a striking piece of contemporary architecture. The glass front overlooks the colourful open-air market (one of the largest in the country) and reflects the city in all its diversity.

The city is consistently rated as one of the top ten shopping venues in the UK. Norfolk and Suffolk attract thousands of visitors each summer. The famous Norfolk Broads are among the most important wetlands in Europe and a haven for rare plants, wildlife and insects. The Broads attract holidaymakers who come to navigate the intricate natural network of waterways formed by the Rivers Bure, Yare and Waveney and their tributaries.

For further information about UEA's excellent facilities, staff benefits, picturesque campus and the UEA working environment, please visit the 'Careers at UEA' microsite <u>https://www.uea.ac.uk/about/working-at-uea</u>. Additional information about living and working in the city of Norwich can be found at <u>https://www.workinnorwich.co.uk/</u>



If there is another city in the United Kingdom with a school of painters named after it, a matchless modern art gallery, a university with a reputation for literary excellence which can boast Booker Prizewinning alumni, one of the grandest Romanesque cathedrals in the world, an extraordinary new state-of-the-art public library then I have yet to hear of it. Norwich is a fine city. None finer.

## **STEPHEN FRY**



# LOCATION

Some cities you've heard of, others you have to discover. Norwich is one of the most beautiful, modern historic cities in Britain. It's a city that celebrates the independent, stimulates creativity, promotes change and encourages diversity.

UEA is a campus university located 3 miles from the centre of Norwich. Situated in the heart of Norfolk, which means it's an ideal location to explore Norwich and beyond.

## **BY RAIL**

LONDON • 2 HOURS CAMBRIDGE • 1 HR 15 MINS BIRMINGHAM • 4 HOURS Many European cities (including Paris and Amsterdam) easily accessible by train

## **BY ROAD**

KINGS LYNN • 1 HOUR CROMER • 45 MINUTES SOUTHWOLD • 1 HOUR

## **BY AIR**

NORWICH AIRPORT • 20 MINUTES STANSTED AIRPORT • 2 HOURS London is a major airline hub and all main international destinations are easily accessible



An internationally renowned university, UEA is ranked in the UK Top 25 (Complete University Guide 2025), UK Top 30 (The Mail 2025) and the World Top 100 (Times Higher Education Impact Rankings 2024), where it ranks in the UK Top 20 for research quality (Times Higher Education Rankings for the Research Excellence Framework 2021) and World Top 20 for Health and Wellbeing (QS World University Rankings for Sustainability 2024), reflecting the international excellence of its research environment. The University holds UK Teaching Excellence Framework Silver status.

## Equality, Diversity, Inclusion and Wellbeing

The University is committed to diversifying its workforce and to the wellbeing of all our staff. For example, we already hold an Athena Swan Silver Institutional Award in recognition of our advancement towards gender equality. Further details on our broader Equality, Diversity, Inclusion and Wellbeing work can be found on our <u>website</u>.



