**Shared Connections Working Group**

Terms of reference

The group is a vehicle for Professional and Technical Services staff (including administrative and technical) voices to be heard and actively listened to. It reports into the Athena SWAN SAT and is supported by Senior Professional Services staff.

The group will:

* Investigate the development needs and aspirations of all Professional and Technical Services staff
* Identify initiatives and activities that can meet development needs
* Identify initiatives and activities that help foster a sense of institutional awareness and belonging
* Organise and run activities and initiatives as appropriate and with support from senior staff against an agreed action plan
* Share (good) practice and lessons learned from across the University
* Collect qualitative and quantitative information for future Athena SWAN submissions

Membership will be representative of departments and aim to include a balance of gender and grades as well as diversity across other protected characteristics. It is expected that members will communicate with their areas and be in a position to represent a broad range of views. The departments to be represented are:

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| Research Support |
| Estates & Facilities |
| Finance & Planning |
| Education Support |
| External Relations, Communications & Marketing |
| Human Resources & Organisational Development |
| Information Services |
| Joint Research & Enterprise Services |
| Registry |
| GLAS |
| VC Office/ Quality & Partnerships |

Sue David
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