

Network Chair Role Description

Purpose

The purpose of the Network Chair is to lead the network effectively, foster an inclusive, supportive, and empowering environment that amplifies the voices of its members, and support the University to achieve its inclusivity and equity goals. Key responsibilities include:

- **Provide Inclusive Leadership:** Foster a respectful environment that values diversity, collaboration, and mutual support within the network.
- **Facilitate Meaningful Engagement:** Serve as a liaison between the network and the University executive, ensuring constructive feedback, communication and collaboration.
- **Represent Member Voices:** Manage and channel network feedback and experiences to inform decision-making within the University.
- **Promote Strategic Alignment:** Align network objectives with the University's goals for inclusivity and equity.
- **Cultivate Positive Culture:** Encourage active participation and support a thriving, engaged community.

Main Duties and Responsibilities

1. Supporting the Network

- **Facilitate Network Operations:** Manage network email account, group memberships and distribution list, and internal communications to ensure members feel supported and informed.
- **Promote Membership:** Actively encourage participation in network activities, increasing awareness of network goals and benefits across the University.
- **Organize Meetings and Events:** Plan and facilitate regular meetings, events, and support sessions to foster peer engagement, share experiences, and promote professional development within the network.
- **Information Sharing:** Address network inquiries efficiently, signpost members where necessary to relevant university contacts, and share relevant updates.

2. Supporting the University

- **Represent the Network:** Actively participate in relevant University committees, such as SAT or Steering Groups, and sub-groups, contribute to discussions that advance network goals and university-wide initiatives, attend new staff welcome events and other staff activities, (e.g. Wellbeing days).
- **Manage University Consultations:** Organize consultations within the network, including collecting and relaying feedback on university policies, surveys, equality analyses and initiatives that may impact staff.

- **Promote Inclusion and Diversity:** Act as an ambassador for inclusion and the university's ambitions. share best practices in diversity and support for underrepresented groups.
- **Promote Constructive Engagement:** Emphasize positive and constructive engagement with university structures, to manage member feedback productively.

4. Compliance and Budget Management

- **Ensure that all University policies and requirements are adhered to, including:**
 - **Data Protection and GDPR:** Ensure that network member information is managed in compliance with GDPR, respecting confidentiality and data security requirements. This includes maintaining secure handling of personal data shared within the network.
 - **Financial Responsibility and Compliance:** Oversee any allocated budget, ensuring all spending aligns with the University's value for money, financial regulations and reporting guidelines. Collaborate with the University's finance team and the EDI team to manage expenses transparently and in compliance with policies.

5. Governance and Accountability

- **Communicate with University Staff and Committees:** Maintain regular communication with relevant colleagues and committees to ensure the network's activities and concerns are heard and constructive ways forward are proposed.
- **Ensure Confidentiality and Integrity:** Uphold confidentiality for network members, especially those who may disclose sensitive information. Respect and manage privacy concerns in line with network and University policies.

Person Specification

The following skills, experience, and attributes are beneficial for the role of Network Chair:

- Ability to work within governance structures and an understanding of higher education structures.
- Ability to lead within an organizational framework while promoting solution-oriented outcomes.
- Strong interpersonal and communication skills, with a diplomatic approach to complex issues.
- A commitment to fostering an inclusive and supportive network culture that aligns with the University's objectives.
- Familiarity with data protection, GDPR, and financial regulation compliance and/or willingness to attend necessary training.

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Commitment

- **Term:** Minimum commitment of one-year, maximum commitment of three years.
- **Time Allocation:** 0.1 FTE total — to be shared between one or two post-holders. If two individuals are appointed, the time will be split equally (0.05 FTE each).
- **Meeting Attendance:** Regular attendance at termly network meetings, plus additional engagements as required by University governance or network needs.