

## Data and Resources for SWAN Champions

There are four main sources of data for SWAN:

### 1. School SWAN SharePoint

Leeann Matchett ([leeann.matchett@qub.ac.uk](mailto:leeann.matchett@qub.ac.uk) ; ext. 3039) from the Diversity and Inclusion unit populates and oversees the SWAN SharePoint. This is your key source of information for staff related data. It includes:

- a) Staff file as at the annual census data of 31<sup>st</sup> July
- b) 5-year leavers file
- c) 5-year maternity file
- d) Recruitment file
- e) Promotions file
- f) Retention file
- g) Internal appointments file to show internal movement
- h) Family friendly and flexible working file including paternity data
- i) Staff training and development file

These files can be filtered according to the question i.e. by gender, level, contract type etc. For GDPR purposes your School Manager must contact Leeann to request/cancel access to this SharePoint. Please ensure you ask for your Faculty Analyst to have access to the data also. Please note that Leeann does not create the files on maternity or training. Any queries regarding the data on maternity should be directed to Leanne Stewart ([leanne.stewart@qub.ac.uk](mailto:leanne.stewart@qub.ac.uk) ; ext.1155) and for training and development, queries should be directed to Kerri-Anne Craig in Organisational Development ([kerri-anne.craig@qub.ac.uk](mailto:kerri-anne.craig@qub.ac.uk) ; ext. 1983). Please also note that the data in relation to the family friendly and flexible working policies are usually uploaded in late January/early February, as these policies run on a calendar year.

### 2. Admissions Data

All data in relation to admissions (applications; offers; acceptance) comes from Liam Barton in Queen's Admissions and Access Service ([l.barton@qub.ac.uk](mailto:l.barton@qub.ac.uk) ; ext. 3838). Please note that the Admissions service is under immense pressure, which may result in delays in receiving your data. Therefore, please ensure that you request your School data well in advance of your submission.

### 3. Student Data

All other student related data comes from Colin O'Prey in the Planning Office ([c.j.oprey@qub.ac.uk](mailto:c.j.oprey@qub.ac.uk) ; ext. 3368). **Intersectional data** is currently not required at departmental/School level. However, we recognise that this is an important area, so if you would like to consider providing an overview of this for your School, please contact Colin O'Prey or Victoria Montgomery to discuss this further.

### 4. School-held Data

Data relating to REF, School committee composition, outreach and any other School level initiatives such as School level inductions, School websites/publicity materials, timing of meetings etc. will be held by your School, and your School Manager should be able to provide key School level data/information or direct you to the source. Please note, your School Manager will also be able to provide you with JACS codes so that you can **benchmark** effectively. For more guidance on

benchmarking please go to the FAQ section on the Athena SWAN webpages:  
<https://www.ecu.ac.uk/equality-charters/athena-swan/athena-swan-faqs/>

### Working with the Data Analysts

The Faculty Data Analysts will provide support for School SWAN Applications. This is only one component of their role and they work for the Faculty, not the SWAN Initiative. The level of support they provide to Schools will therefore vary according to their job description, workload and the number of Schools within their Faculty applying for a SWAN award during any submission period.

#### What the Analysts can do for Champions:

- Advise on data presentation in e.g. bar charts, line graphs, pie charts, tables etc
- Convert data tables to agreed graph formats
- Assist with benchmarking data and its inclusion alongside School data

#### What is not the role of the Analysts:

- To provide or source data for Champions
- To present Champions with application-ready SWAN application data
- To clean, sense-check or fact-check School data

It is therefore important that you meet with your Faculty Analyst at least 6 months in advance of the submission to understand exactly what support they will provide, and to discuss a timeline for working together on the data.

SWAN Champions need to review their School data from the sources above in the first instance, and understand the 'story' of the data which is normally contained within tables. It is also important to identify errors.

Please remember that this data belongs to the School and not the Analyst. The Analyst will not know your School context, nor if some of the data is inaccurate.

Also, please ensure that the data you are using is from the sources listed above. Data lifted from Power BI is accurate as of the date accessed, but will not necessarily comply with the QUB census dates for data (the census date **must** be used in all SWAN applications).

### GDPR

Please ensure you comply with GDPR requirements. A SWAN consent form, agreed by our Information Compliance Unit, can be found in the QUB Documents folder. Advance HE have also compiled useful information, which can be found in the ECU Documents folder or by following these links: <https://www.ecu.ac.uk/wp-content/uploads/2019/10/FAQ-on-Data-Protection-for-Charter-Applicants.pdf> and <http://www.ecu.ac.uk/wp-content/uploads/2018/05/Briefing-for-Equality-Charter-award-holders-on-publishing-submissions.pdf>

### Further Data Information

There is a 'Using Data and Evidence' section on the SWAN webpages: <https://www.advance-he.ac.uk/guidance/equality-diversity-and-inclusion/using-data-and-evidence> and a 'Working with Data' briefing by the Equality Challenge Unit available in the useful ECU Documents folder or here: <https://www.advance-he.ac.uk/guidance/equality-diversity-and-inclusion/using-data-and-evidence/working-data>

### Advance HE Website

The Athena SWAN webpages provide up-to-date information, processes and forms, as well as additional resources, advice and FAQs:

Webpages: <https://www.ecu.ac.uk/equality-charters/athena-swan/>

FAQs: <https://www.ecu.ac.uk/equality-charters/athena-swan/athena-swan-faqs/>

Application Form: <https://www.ecu.ac.uk/equality-charters/athena-swan/apply-award/>

Resources & Handbook: <https://www.ecu.ac.uk/equality-charters/athena-swan/athena-swan-resources/> Please note a copy of the handbook is included in the ECU documents folder

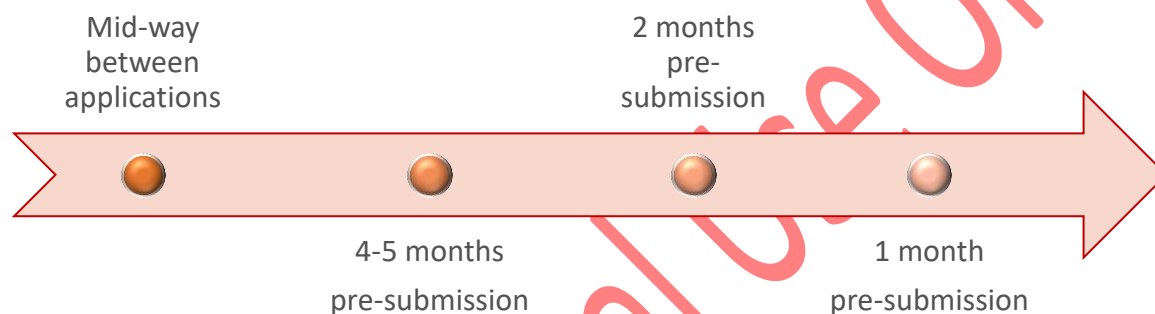
Good Practice Initiatives (from successful SWAN applications): <https://www.ecu.ac.uk/athena-swan-good-practice-initiatives/>

## Queen's SWAN Initiative Support

Champions are provided with:

- A range of resources including an Action Plan template, sources of data and information, good practice examples and other useful documents
- A buddy system where Schools are matched together to provide each other with a buddy to contact for advice. Please contact the SWAN Champions Network Chair or QGI Administrator if you do not know your SWAN buddy
- Weekly informal 'drop-in' hours to chat with the Project Manager (Wednesdays 2pm-4pm in MST 08.026)

## Timeline for School SWAN Applications



Approx. **mid-way point** between applications:

- A School review takes place between the Champions, Academic Lead and Project Manager to discuss progress in relation to data, the Action Plan and any other SWAN related issues

Approx. **4-5 months before submission** deadline:

- Meeting between Head of School, School Manager, Champions, SWAN Director and Academic Lead to discuss the upcoming submission including progress, challenges and support requirements
- ISAT provide the School with an internal 'critical friend' with the onus on the Champions to liaise with their critical friend and provide a timeline for review of the submission

Approx. **2 months before submission** deadline:

- Academic Lead and Project Manager will hold a 'clinic' with the School Champions to review their submission. Particular emphasis is put on the Action Plan

Approx. **1 month before submission** deadline:

- ISAT will review the full draft submission and provide written feedback. ISAT have the responsibility to sign off on School submissions, therefore, at this point if it appears that an application is struggling, ISAT will step in and provide additional support. Schools are asked to provide the Project Manager with any required revisions before submitting.

## Queen's Policies & Initiatives

Below are links to some policies and initiatives that you might want more information on. Please note that pages can be moved and policies changed or updated. These links are accurate as at February 2020. To ensure the most up-to-date policies, procedures and information, please go to 'About Us' section of the Queen's website or the People and Culture webpages.

1. Corporate Plan 2016-2021: <https://www.qub.ac.uk/corporate-plan/>
2. Rankings and Reputation: <https://www.qub.ac.uk/Study/Why-Study-at-Queens/rankings-and-reputation/>
3. Core Values: <https://www.qub.ac.uk/about/Leadership-and-structure/Core-Values/>
4. People and Culture a-z: <http://www.qub.ac.uk/directorates/HumanResources/a-z/>
5. People and Culture Strategy 2018-2021: <https://www.qub.ac.uk/directorates/HumanResources/hr-filestore/Fileupload,866136,en.pdf>
6. Staff Forum: <http://www.qub.ac.uk/directorates/HumanResources/employees/employee-experience-staff-survey-and-staff-forum/staff-forum/>
7. Staff Survey: <http://www.qub.ac.uk/directorates/HumanResources/employees/employee-experience-staff-survey-and-staff-forum/staff-survey/>
8. Diversity and Inclusion Policies & Procedures (including Trans Equality Policy; Equality and Diversity Policy; Equality Screening; Equality Scheme; Bullying & Harassment): <http://www.qub.ac.uk/directorates/HumanResources/diversity-and-inclusion/policies-procedures-and-guidance/>
9. Carers Information: <http://www.qub.ac.uk/directorates/HumanResources/diversity-and-inclusion/carers/>
10. Equality Legislation (including links to Section 75 reports and Disability Action Plan): <http://www.qub.ac.uk/directorates/HumanResources/diversity-and-inclusion/equality-legislation/>
11. Work Life Balance Policies (including links and application forms for Adoptive Leave; Career Break; Dependent Leave; Flexible Working; Parental Leave; Paternity Leave; Shared Parental Leave): <http://www.qub.ac.uk/directorates/HumanResources/annual-family-other-leave/work-life-balance-policies/>
12. Maternity Leave (including Procedures; Guidance for Managers; Toolkit; New & Expectant Mother Guide; FAQs): <http://www.qub.ac.uk/directorates/HumanResources/managers/leave-toolkit/family-leave/maternity-leave/>
13. Childcare at Queen's: <http://www.qub.ac.uk/directorates/StudentPlus/ChildcareatQueens/>
14. PDR: <http://www.qub.ac.uk/directorates/HumanResources/employees/career-progression/personal-development-review/>
15. International Staff Support: <http://www.qub.ac.uk/directorates/HumanResources/international-staff/>
16. Learning and Development: <http://www.qub.ac.uk/directorates/HumanResources/learning-and-development/>
17. Pay, Rewards and Benefits: <http://www.qub.ac.uk/directorates/HumanResources/pay-rewards-and-benefits/>
18. Recruitment and Selection: <http://www.qub.ac.uk/directorates/HumanResources/recruitment-and-selection/>