



UPPSALA
UNIVERSITET

Department of Information Technology

DESCRIPTION OF ASSIGNMENT

Board decision:

25 January 2018 Reg. no. IT 2018/8

Equal Opportunities Officer

is delegated responsibility by the head of department for:

Strategic assignments

- leading the equal opportunities group
- staying updated on developments related to gender equality and equal opportunities at Uppsala University and in higher education in general.

Ongoing

- convening meetings of the equal opportunities group
- following up the equal opportunity meetings
- formulating proposals for the gender equality and/or equal plan
- Keeping managers informed on what they should be doing based on established plans, and requesting reports from managers on what has been done
- Formulating follow-up documents (annexes to the plans)
- Managing funds from Performance resource B:
 - o formulating proposals for principles and initiatives.
 - o grants.
 - o preparing received applications and compiling recommendations on award decisions.

Miscellaneous

- Participating in the department's development work, conducting professional development, and seeking out information relevant for the position's responsibilities.

In general, performing tasks based on instructions from the head of department.

Kommenterad [a1]: Kontrollera utlysningar det handlar om "grants" eller "tjänster".

