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.