

## **Departmental *Diversity & Inclusion Officer* (“DIO”) Role**

### **25 by '25 Action Menu: item 4.2.1**

- In connection with CERN’s stated value of “Diversity”, Department Head to appoint a “Diversity & Inclusion Officer” (“DIO”)
- DIO supports the Organization’s and the D&I Programme’s efforts to instill a diverse and inclusive workplace environment
- DIO role suggested allocation: 10% of working time (precise % to be determined by DH)

#### **DIO role and responsibilities:**

- Oversees the implementation and progress of the 25 by '25 Fitness Plan for the Department, in collaboration with the Department Head, the D&I Programme, and the Department HRA
- With the support of the DPO, ensures the Department’s nationality and gender dashboards are easily accessible and up-to-date
- In collaboration with the HRA, presents D&I-related updates to the Dept Management Board twice a year
- Serves as a communication channel to/from the D&I Programme:
  - Promotes D&I-related learning offers, reminders, actions to Department personnel
  - Consults with diverse groups to gather insights on D&I progress and ideas within the Department.
  - Facilitates sharing of D&I-related ideas / challenges / feedback between the Department Head, Management Board and the D&I Programme
- Identifies and communicates examples of collaborative and individual D&I-related actions within the Department
- Attends DIO community-of-practice sessions (approx 3 times / year)
- Participates in extended D&I Roundtable sessions (approx 3 times / year)