



NDCN Department Management Group (DMG) Terms of Reference

Mission

The committee exists to support departmental coordination, consultation, and communication across NDCN divisions and staff groups, and to provide a representative forum for discussion and feedback on strategic and operational matters affecting the Department.

Membership:

Head of Department (Chair)

Head of Administration & Finance

Heads of NDCN Divisions and their nominated Deputies

Brain Network Dynamics Unit (BNDU)

Wolfson Centre for the Prevention of Stroke and Dementia (CPSD)

Division of Clinical Neurology (DCN)

Nuffield Division of Anaesthetics (NDA)

Nuffield Laboratory of Ophthalmology (NLO)

Oxford Centre for Integrative Neuroimaging (OxCIN)

NDCN Role Holders

Director of Graduate Studies

Director of Clinical Neurosciences Undergraduate Education

Representative for Neuropathology/Oxford Brain Bank

Department Disability Lead

Chair of the Finance Committee

Chair of the Engagement & Impact Committee

Chair of the Open Data and Information Security Working Group

Chair of the Athena SWAN Self-Assessment Team

Chair of the Equity, Diversity, and Inclusivity Working Group

Chair of the Research Culture Working Group

Staff Representatives

NDCN Researcher Representative

NDCN Research Staff Advocate

Early Career Researcher (ECR) Representatives

Technical Staff Representative

Professional Services Staff Function Leads: Academic Administration, Communications, Engagement, Facilities, Finance, HR, People & Culture, Research Grants, Strategic Initiatives.

Secretary

Executive Assistant to the Head of Department

Meetings

The committee will meet quarterly.

Terms of Reference

The committee will:

- facilitate communication and coordination across the Department;
- provide a representative forum for discussion of strategic and operational initiatives;
- enable consultation with academic, research, technical, and professional services colleagues;
- consider and endorse departmental policies, processes, and initiatives where appropriate;
- identify issues, concerns, and opportunities from across staff groups;
- maintain oversight of the work of Departmental committees and working groups, supporting coordination and alignment across Departmental activities;
- support transparency and shared understanding of Departmental and Medical Sciences Division priorities.