

Research Concordat Implementation Plan

March 2012

Action	Principle	Responsible	By When	Progress
1. Develop Concordat responsibilities document for Heads of Institutes		Head of Research Services	July 2010	Completed.
2. Develop role profiles/responsibilities document for researchers for each grade		Head of Human Resources	Completed January 2010	Completed.
3. Develop policy for recruitment and selection of research staff		Head of Human Resources	Completed September 2010 Review to be completed June 2012	Policy due for revision and will have separate section referenced to Research Recruitment incorporated in review due to be completed by June 2012.
4. Review current policies and practices to provide greater stability of employment for research staff	2	Head of Human Resources	August 2011 completed	HR continues to follow employment legislation to ensure that no member of staff on fixed term contracts is treated less favourably. Guidance to recruiting managers makes clear that any fixed term contracts due to funding arrangements need to be justified and the Research Office is asked to confirm budget provision as part of vacancy authorisation process.
5. Implement a researcher mentoring scheme across whole University and publicise to all researchers	4	Associate Director, Graduate School / HR Business Partner for Staff Development	July 2013	University now involved in women's Mentoring Scheme being run across Wales by Glamorgan University. Further action to be scheduled once Associate Director, Graduate School and HR Business Partner for Staff Development are appointed, with input as appropriate from Centre for Learning, Teaching and Assessment.
6. Build career development strategy for researchers into organisational HR strategy	2,4	Head of Human Resources / Head of Research Services / Associate Director, Graduate School	March 2013	Action to be scheduled once Associate Director, Graduate School and HR Business Partner for Staff Development are appointed.
7. Monitor and address the impact of University policies and practices on certain groups of research staff	6	Head of Human Resources/ Head of Research Services	Ongoing	Consultation meeting with contract research staff held April 2011; follow-up meeting to take place in 2012. CROS and PIRLS surveys run in May / June 2011.
8. Further extend our provision of opportunities/advice for career development and management	2,3,4	Careers Centre Manager	Ongoing	When appointed, HR Business Partner for Staff Development to liaise with Careers Centre Manager, to review and enhance support for contract research staff.

9. Amend Academic Promotions criteria including criteria relating to research activity and to academic related staff	2	Head of Human Resources	July 2012	New academic-related contract of employment for contract research staff introduced. Draft policy published for consultation. Further action to be scheduled in HR Work Plan for 2012.
10. Develop programme of HR training for all PIs with responsibility for staff	1,2,3,4,5,6	Registry / Research Services / Graduate School	September 2012	Revised programme to be introduced from 2012/12 when Associate Director, Graduate School appointed.
11. Develop career framework for researchers	2,3,4	Researcher Development Officer	December 2012	Vitae Researcher Development Framework and online CPD adopted in 2011/12; to be reviewed when Associate Director, Graduate School appointed.
12. Communicate and consult with research staff and managers on significant developments within the plan	1,2,3,4,5,6	Research Services / Graduate School	Ongoing	Ongoing.
13. Provide quarterly progress reports to Research and Enterprise Committee	7	Research Services	Ongoing	Ongoing.