

STRES1617008 Annex 1

Concordat to Support the Career Development of Researchers

Action Plan 2016-2018

[February 2017]

This action plan supports the implementation of the Concordat to Support the Career Development of Researchers. Key issues arising from the gap analysis conducted in 2016 concerned ensuring effective research leadership, mentoring, induction for new staff, supporting staff in planning and recording personal and professional development, and encouraging external networking and collaboration.

The key areas for development in 2016/17 and 2017/18 are to be:

Action	Concordat Principle(s)	Responsible	By When	Progress to <u>August 2017</u>
Update Strategy for the Implementation of the Concordat to Support the Career Development of Researchers	1, 2, 3, 4, 5, 6, 7	Head of Research Services / Research & Enterprise Committee	October 2016	Completed February 2017 (following appointment of PVC Research).
HR team to ensure that the research element of academic job descriptions is always evident	1	HR Director	October 2016	Completed.
Periodic training of research managers (project leaders and line managers) in employment issues including fixed term contracts; appraisal and provision of guidance re. training opportunities; ensuring colleagues' contributions to policy and practice are recognised	2, 4, 5	Researcher Development Tutor / HR Director / URC Heads	ongoing	To be implemented whenever a 'GUV' [staff recruitment] form indicates appointment of contract research staff. Criteria above reviewed August 2017. Action to be reviewed; process does not guarantee intervention at the right time. Revision to be incorporated in 2017/18 Action Plan. Head of Research Services to prepare training checklist.
Ensure that support for researchers and research activity is included in induction for new staff	3	Researcher Development Tutor / HR Director / URC Heads	ongoing	HR to include contributions from research support staff in induction events. Reviewed August 2017; more specific actions to be included in 2017/18 Action Plan. Head of Research Services to prepare induction checklist.
Explore what is involved in obtaining membership of Athena SWAN within the next twelve months with a view to putting in place an action plan to work towards applying for membership	6	Researcher Development Tutor	July 2017	On track; meeting arranged with colleagues at Chester University to explore in more detail. Visit to Chester took place in 2017. Recognition that further progress unlikely to be feasible in short term in parallel with other developments; revised timescale

				to be included in 2017/18 Action Plan.
Establish Mentoring Scheme: identify prospective mentors and provide training; begin pilot of mentoring	3, 4	Researcher Development Tutor / HR Director / URC Heads	July 2017	Approved January 2017. 5 initial mentors trained. Each mentor can take up to 2 mentees. Pilot to be rolled out in 2017/18.
Review Mentoring Scheme and further develop in 2017/18	3, 4	Researcher Development Tutor / HR Director / URC Heads	December 2017	Postpone to July 2018 to enable pilot to run. Review re-scheduled for August 2018 to enable full academic year review.
Monitor establishment of a Graduate Teaching Assistant (GTA) initiative across the University and identify training and development requirements	4	Researcher Development Tutor	March 2017	Initiative launched January 2017 (3 GTAs, in Criminology and Psychology initially). Review of training and development requirements to be completed by July 2017. Review completion re-scheduled for December 2017 because of timing of GTA appointments (one established in post (Criminology), one just started (Psychology), one not yet started (Creative Arts)).
Ensure relevant training and development for GTA staff is available and included in annual programme for delivery	4	Researcher Development Tutor	October 2017	To be completed by December 2017 following review. Re-scheduled: to be incorporated fully in 2018/19 CPD programme.
Consult with researchers to gain feedback on implementation of Concordat	1, 2, 3, 4, 5, 6, 7	Researcher Development Tutor / Head of Research Services	May 2017 / annual	Staff and student online surveys in preparation. 2017 surveys completed and draft reports prepared; reports to go to Research Committee in October 2017 with staff and student training programmes. Staff survey: 75 responses (38% response). External networking highlighted as a developmental need. Student survey: 45 responses (40% response).
Develop specific Action Plan to maximise effectiveness of the Vitae RDF as a tool for staff and students, including consideration of its working in parallel with Simitive software which charts student CPD engagement	3, 5	Researcher Development Tutor	February 2017	Postponed to July 2017. 'Simitive' system not yet implemented. August 2017: Simitive not yet implemented; Action Plan not drafted since relies on examination of Simitive implementation.
Assist staff in developing external networking and collaboration opportunities	3, 7	URC Heads / Researcher Development Tutor	ongoing	Academic Schools' plans to be discussed with URC Heads. August 2017: proposal in place to pump-prime external collaboration initiatives (awaiting approval).