

# Concordat Action Plan – 2014

<b>A. Recruitment &amp; Selection</b>				
<b>PRINCIPLE 1</b> Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research.				
Concordat statement	Action	Responsible	Measured	Target date
2. "procedures should be informative, transparent and open to all applicants regardless of background"	Provide recruitment and selection training as part of the core programme to ensure that recruiters are aware of policy.	Recruitment team	Training programme	March 2015 Implemented
4. "individuals who are members of recruitment and promotion panels should have received relevant and recent training"	Provide recruitment & selection training as part of core training programme	Recruitment team	Training records Panel forms	Dec 2014 Implemented
	Increase provision of HR for line managers training during 2014	Head of Management Development & Training	Training Programme	April 2014 Implemented (sessions for academic line managers doubled)
<b>B. Recognition and Value</b>				
<b>PRINCIPLE 2</b> Researchers are recognised and valued by their employing organisation as an essential part of their organisation's human resources and a key component of their overall strategy to develop and deliver world-class research.				
2. "Commitment by everyone involved to improving the stability of employment conditions for researchers"	Amend the relevant University ordinance and fixed-term contract policy to better facilitate the conversion of fixed-term contracts to open-ended contracts by the removal of the standing committee	Director of HR	Numbers of contracts converted	August 2014  Ordinance rewritten, awaiting UCU approval and implementation. Meanwhile, an increase in conversion of fixed term to open ended contracts has been identified as an HR priority.

<p>3. “Employers should ensure that research managers are made aware of, and understand their responsibilities for the management of researchers and should provide training opportunities, including equality and diversity training, to support managers in doing this.”</p>	<p>Provide training for new PIs to raise awareness of the Vitae Researcher Development Framework (RDF) and to provide introductory management skills</p> <p>Incorporate guidance for PIs into the DTS web site</p> <p>Provide leadership development programme to include PIs</p>	<p>Development Officer for Research Staff</p> <p>Development Officer for Research Staff</p> <p>Head of Management Development &amp; Training/ Development Officer for Research Staff</p>	<p>Training Programme</p> <p>Web provision accessible</p> <p>Programme in place PI attendance recorded</p>	<p>August 2014 “Principles of Management” course introduced for those new to management, including PIs</p> <p>April 2014 Completed</p> <p>Sept 2014 Implemented Summer 2014</p>
<p>6. “It is helpful if clear career frameworks for early stage researchers are outlined in organisational HR strategies”</p>	<p>Provide documented career pathway guides for research staff</p> <p>Provide career case studies for researchers</p>	<p>Development Officer for Research Staff</p> <p>Development Officer for Research Staff Careers Service</p>	<p>Pathway document accessible online</p> <p>Career case studies available online</p>	<p>April 2014 Ongoing – awaiting review of promotions procedures for research staff</p> <p>April 2014 Completed</p>

### **C. Support and Career Development**

**PRINCIPLE 3** Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.

<p>4. “All employers will wish to review how their staff can access professional, independent advice on career management in general, particularly the prospect of employment beyond their immediate discipline base, or offering training and placements to broaden awareness of other</p>	<p>Careers seminars provided as part of the Researcher Development programme – to include career management, careers inside and outside academia, CV workshops and interview skills training</p>	<p>Development Officer for Research Staff. Careers Service HR Officer</p>	<p>Training Programme</p>	<p>August 2014 Implemented</p>
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fields and sectors.”				
6.” [Employers should] ensure that research managers provide effective research environments for the training and development of researchers and encourage them to maintain or start their continuous professional development.”	Provide training for new PIs to raise awareness of the Vitae Researcher Development Framework (RDF) and their obligation to develop researchers.  Provide a range of training opportunities for researchers within the 4 domains of the RDF.	PIs Development Officer for Research Staff.	CROS survey 2015  Training attendances	March 2015 Partial completion: “Principles of Management” course introduced for those new to management, including PIs  Implemented

## C. Support and Career Development

**PRINCIPLE 4** The importance of researchers’ personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career.

10.”Researchers should be empowered by having a realistic understanding of, and information about, their own career development and career direction options...It is important that researchers have access to honest and transparent advice on their prospects for success in their preferred career.”	As B.2.6. and C.3.4 above	Development Officer for Research Staff. Careers Service HR Officer	Pathway document accessible online.  Career case studies available online.  Training Programme.	April 2014 See above  April 2014 Implemented  August 2014 Implemented
11.”Employers will wish to ensure that developmental activities open to researchers include preparation for academic practice”	Provide Module 1 of PGcTHE scheme for researchers who teach (>45 hours per year). Completion of module 1 leads to AFHEA status.	Development Officer for Research Staff. Head of Management Development & Training	Scheme registration Scheme Induction Successful completion of first candidate cohort.	November 2013 January 2014 Spring 2015  Implemented
12. “Employers will ensure that where researchers are	As C.4.11 above	Development Officer for Research Staff.	Scheme registration Scheme Induction	November 2013 January 2014

provided with teaching and demonstrating opportunities as part of their career development, suitable training and support is provided.”	Provide costed options paper for extending some training provision to those researchers who teach (<45 hours per year)	Head of Management Development & Training  Development Officer for Research Staff.	Successful completion of first candidate cohort.  Options paper submitted	Spring 2015 Implemented  April 2014 Completed: pilot to go ahead in 2015 (see 2015/16 action plan)
13. “Employers and researchers can often benefit if researchers have an input into policy and practice through appropriate representation at staff meetings and on organisation or management committees.”	Survey Colleges to check whether research staff are included in staff meetings and on research and other relevant committees	Development Officer for Research Staff	Survey issued	February 2014 Implemented Creation of research staff working group (RSWG) to ensure greater representation at institutional level.

## **D. Researchers’ Responsibilities**

**PRINCIPLE 5** Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.

5. “Research managers and employers also have a responsibility to provide honest advice and appropriate structures, and to equip researchers with the tools to manage their own careers.”	As B.2.6. and C.3.4 above	Development Officer for Research Staff. Careers Service HR Officer	Pathway document accessible online.  Career case studies available online.  Training Programme.	April 2014 See above  April 2014 Implemented  August 2014 Implemented
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## **E. Diversity and Equality**

**PRINCIPLE 6** Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.

4. “Employers should ensure that the working conditions for researchers provide the flexibility necessary for	Participate in Athena SWAN career development working group to ensure researcher voice is taken into	Development Officer for research Staff/ Athena SWAN Officer	Meetings attended	August 2014 Implemented
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<p>successful research performance in line with legal requirements... Working conditions should allow both female and male researchers to combine family and work, children and career.”</p>	<p>consideration.</p>			
<p><b>F. Implementation and Review</b>  <b>PRINCIPLE 7</b> The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK.</p>				
	<p>Review action plan annually to ensure compliance.</p>	<p>Development Officer for Research Staff.</p>	<p>Review circulated</p>	<p>Dec 2013 Dec 2014</p>