

STRES1617008 Annex 1

Concordat to Support the Career Development of Researchers

Action Plan 2017-2019

[October 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.

Following review in August 2017, the key areas for development in 2017/18 and 2018/19 are to be:

Issue	Concordat Principle(s)	Action	Responsible	By When	Success Measures	Progress to
Periodic training of academic staff responsible for research assistants and graduate teaching assistants, to enhance their awareness of employment, career and personal development best practice	2, 4, 5	Put in place a regular programme of 3 to 4 training sessions each year; ensure that these are incorporated in Performance Development Review and Work Allocation Model frameworks to ensure recognition for relevant staff. Head of Research Services to prepare training checklist.	HR Business Partner Development and Diversity	Review and Refine: July 2018 Review and Refine: July 2019	<ul style="list-style-type: none"> Number of training sessions held Number of attendees 	
Ensure that support for researchers and research activity and the University's expectations of researchers are included in induction for new staff	1, 3, 5	Put in place a regular programme of 3 to 4 corporate induction sessions each year with 'responsibilities' and 'support' both included. Head of Research Services to prepare induction checklist.	HR Business Partner Development and Diversity	Review and Refine: July 2018 Review and Refine: July 2019	<ul style="list-style-type: none"> Number of induction sessions held Number of attendees 	

Put in place an action plan to work towards applying for Athena SWAN membership	6	Review potential implementation plan and associated workloads.	Researcher Development Tutor	October 2018	<ul style="list-style-type: none"> Report and Draft Action Plan submitted to Research Committee 	
Review and evaluate effectiveness of Mentoring Scheme following pilot in 2017/18	3, 4	Set evaluation criteria and complete evaluation and report	Researcher Development Tutor	August 2018	<ul style="list-style-type: none"> Review and Report 	
Extend Mentoring Scheme (if pilot successful)	3, 4	Train initial mentors as mentor trainers; recruit and train additional mentors; invite applications from prospective mentees	Researcher Development Tutor	July 2019	<ul style="list-style-type: none"> 5 additional mentors trained 	
Identify training and development requirements for Graduate Teaching Assistants	4	Consult with GTAs and relevant managers	Researcher Development Tutor	December 2017	<ul style="list-style-type: none"> Training requirements identified 	
Ensure relevant training and development for GTA staff is available and included in annual staff CPD & student programmes for delivery	4	Liaise with GTAs to undertake gap analysis and develop additional centrally provided content as required	Researcher Development Tutor	July 2018	<ul style="list-style-type: none"> Additional content in place 	
Consult with researchers to gain feedback on implementation of Concordat	1, 2, 3, 4, 5, 6, 7	Run annual staff and student online consultation surveys Liaise with GTAs and RAs in small groups Meet University Research Centre Heads regularly	Head of Research Services	May 2018 & May 2019	<ul style="list-style-type: none"> Surveys: Reports to Research Committee GTSa and RAs: No. of meetings URC Heads: No. of meetings 	
Develop specific Action Plan to maximise effectiveness of the Vitae RDF as a tool for staff and students, including	3, 5	Examine implementation of Simitive software to establish nature and extent of its contribution to a useful recording and reporting	Researcher Development Tutor	May 2019	<ul style="list-style-type: none"> Report to Research Committee 	

consideration of its working in parallel with Simitive software which charts student CPD engagement		framework for staff and students				
Encourage staff to prepare and implement Personal Research Plans (PRP)	4, 5	Include a PRP template in the annual Performance development Review process	Head of Research Services	June 2018 March 2019	<ul style="list-style-type: none"> Consult staff on 2017/18 experience; refine Implement refinements 	
Assist staff in developing external networking and collaboration opportunities	3, 7	Target small grant support support to staff who have specific plans for new external research related collaborations	Head of Research Services	January 2018 May 2019	<ul style="list-style-type: none"> Number of proposed collaborations Report to Research Committee on impact of grants 	