

Research Concordat Implementation Plan

May 2013

Action	Principle	Responsible	By When	Progress
1. Develop Concordat responsibilities document for Heads of Institutes	All	Head of Research Services	Completed	Document circulated June 2010.
2. Develop role profiles/responsibilities document for researchers for each grade	1,2	Head of Human Resources	Completed	Role profiles published via HR staff intranet pages August 2012.
3. Develop policy for recruitment and selection of research staff	1,6	Head of Human Resources	Completed	Specific guidance published via HR staff intranet pages August 2012.
4. Review current policies and practices to provide greater stability of employment for research staff	2	Head of Human Resources	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. Fixed term contract guidance published via HR staff intranet pages August 2012.
5. Implement a researcher mentoring scheme across whole University and publicise to all researchers	4	Associate Director, Graduate School / Institute Deans	ongoing	University now involved in women's Mentoring Scheme being run across Wales by Glamorgan University. Initial "drop-in" opportunities offered and used by staff in 2012/13. Mentoring arrangements included in University Research Centre plans and in University Institute Operational Plans for Research HR Department to consider potential for more formal mentoring scheme(s)
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	ongoing	Updated HR Strategy to be submitted to Executive in 2014. Role profiles published via HR staff intranet pages August 2012. New academic-related contract of employment for contract research staff introduced. Appraisal process includes explicit opportunities to discuss research issues.
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. Actions arising from May 2012 meeting completed (re.

				<p>information in staff intranet, and access to CPD opportunities).</p> <p>Restricted staff communications forum to be established to enable more regular prompting and feedback [not followed up by research staff; opportunity remains open].</p> <p>Research Staff Representative position on Research and Enterprise Committee facilitates feedback.</p> <p>CROS and PIRPLS surveys run in 2012/13.</p>
8. Further extend our provision of opportunities/advice for career development and management	2,3,4	Associate Director, Graduate School / Careers Centre Manager	ongoing	Careers Centre offers drop-in sessions on CVs and interviewing.
9. Amend Academic Promotions criteria including criteria relating to research activity and to academic related staff	2	Head of Human Resources	n/a	Subsumed within item 6.
10. Develop programme of HR training for all PIs with responsibility for staff	1,2,3,4,5,6	Head of Research Services / HR	ongoing	Leadership Programme and Management Skills workshops offered to all staff; ongoing programmes.
11. Develop career framework for researchers	2,3,4	Researcher Development Officer	Completed	<p>CPD programme mapped against Vitae Researcher Development Framework; RDF embedded in all CPD activities.</p> <p>Online CPD tool reviewed; judged to be poor value for money.</p>
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.