

## Research Concordat Implementation Plan

May 2011

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		Human Resources Manager	Completed September 2010	Work completed on reworking and updating Recruitment and Selection Policy. Web to be updated. Training being rolled out in September 2011.
4. Review current policies and practices to provide greater stability of employment for research staff	2	Human Resources Manager / Head of Human Resources	August 2011	HR has considered issues relating to bridging funding and guidelines for Academic Units on the use of bridging and other measures to improve job security; guidelines being drafted. Work is underway to try and smooth access to University facilities when transferring contracts. Discussion paper to go to Core Executive Autumn 2011.
5. Implement a researcher mentoring scheme across whole University and publicise to all researchers	4	Executive Director of Human Resources / HR Manager	October 2011	University now involved in women's Mentoring Scheme being run across Wales by Glamorgan University. Proposals for GU mentoring scheme to be published Autumn 2011.
6. Build career development strategy for researchers into organisational HR strategy	2,4	Head of Human Resources / Head of Research Services	March 2011	Underway
7. Monitor and address the impact of University policies and practices on certain groups of research staff	6	Human Resources Manager / Head of Research Services	Ongoing	Consultation meeting with contract research staff held April 2011; follow-up meeting scheduled for October 2011. 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	Head of Human Resources to liaise with Careers Centre Manager re. reviewing and enhancing support for with contract research staff.
9. Review and update researcher promotions criteria and procedures	1,2,3,6	Human Resources	April 2011	New academic-related contract of employment for contract research staff implemented.
10. Amend Academic Promotions criteria	2	Human Resources	In progress	Draft policy published for consultation.
11. Develop programme of HR training for all PIs with responsibility for staff	1,2,3,4,5,6	Human Resources / Registry / Research Services / Graduate School	September 2011	Draft programme under discussion with a view to roll out in 2011/12. To include issues such as leading research teams, using Je-S to submit bids, IPR.
12. Develop career framework for	2,3,4	RSST, Human Resources (Reward) /	October	Vitae Researcher Development Framework and online CPD tool under

researchers		Graduate Training Officer	2011	review with a view to adoption by the University in 2011/12.
13. Communicate and consult with research staff and managers on significant developments within the plan	1,2,3,4,5,6	Human Resources	Ongoing	Ongoing.
14. Provide quarterly progress reports to Research Committee	7	Human Resources (Ops)	Ongoing	Ongoing.