

University of Bath Technician Commitment 24-month action plan

	Actions	Outputs	Timescale	Visibility	Recognition	Career Development	Sustainability
1	Finalise and launch webpages for technical staff: <ul style="list-style-type: none"> • Complete online profiles for technical staff • Promote Continuing Professional Development information & opportunities • Promote professional registration information • Technicians' blog • Relevant links for technicians • Communications plan • Award schemes information 	<ul style="list-style-type: none"> • All staff have access to webpages • Staff can be directed to the webpages as a technical resource • Webpages on technical team e-signatures to promote technical team visibility • Offer a training session with our Social Media Manager for staff interested in writing content for the blog • Evaluate use of new resources through analysis of web statistics 	May 2020 Online profiles for technical staff – 50% published by Dec 2020	✓	✓	✓	
2	Continue to promote our technical service, as per the communications plan developed as part of the Technical Progression Project	<ul style="list-style-type: none"> • Changes in structure, staffing and support will be relayed to key stakeholders • The technical team service will be better understood 	Ongoing	✓			
3	Annual technical conference	<ul style="list-style-type: none"> • Our second annual technical conference will be organised, based on feedback from the 2019 conference and input from technical staff, to ensure beneficial programme for 2020 conference. • At least 50% of technical staff in attendance creating opportunity to promote the work of technical staff and internal networking 	Organising committee to meet in January 2020 Conference held annually in Summer months	✓	✓	✓	

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4	Our 'Technical Working Charter' is a working agreement that was drafted as part of the Technical Progression Project. The charter sets expectations between technical teams and staff and will be consulted on, finalised and implemented.	<ul style="list-style-type: none"> A trial will be run in the Departments of Biology & Biochemistry and Chemistry Consult and gain commitment from technical staff, academic staff, HoDs and Deans to implement University wide Promote working charter as part of the communication plan (<i>action 2</i>) Seek feedback from technical teams regarding effectiveness of charter to discuss at departmental executives and staff meetings. 	<p>Trial ongoing</p> <p>Roll out University-wide by September 2020</p>	✓			
5	Work with the Comms team to improve the capture of technical staff on University-wide email lists	<ul style="list-style-type: none"> All technical staff can be easily communicated with via appropriate email groups, regardless of job family designation. 	Ongoing discussion with solution in place by December 2020	✓			
6	Review policy for acknowledgement in research publications to ensure consistency and fair attribution across the institution	<ul style="list-style-type: none"> Technical staff will be aware of policy, regarding the support and enhancement of research. Information, with regard to the policy and proposed changes, will be communicated to academic staff and research groups. Technical staff will be recognised and acknowledged appropriately for their contribution/support. 	Ongoing discussion with solution in place by December 2020	✓	✓		

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7	<p>Technical Representation:</p> <ul style="list-style-type: none"> Technical staff will be represented on Departmental Executives and/or Departmental staff meetings. Technical staff will be represented on University Athena Swan self-assessment team 	<ul style="list-style-type: none"> Technical issues will be a regular agenda item at Departmental Executive Committees and at Departmental staff meetings. How EDI issues affect technical staff will be discussed and acted on at a University level 	Ongoing in Science/September 2020	✓			
8	Ensure that there is a standardised technical staff induction process (e.g. including core skills/H&S training, set up web profile & photo taken, tech email lists/forums, introduction to Technician Commitment)	<ul style="list-style-type: none"> The ongoing induction process in the Science Faculty will be shared with the E&D Faculty and developed Consistency in approach across the institution 	June 2021	✓			
9	Improve support for, and communication with, technical staff outside of core faculty teams by establishing management links with senior technical staff. (e.g. grant funded technicians reporting to PIs will be line managed by Faculty Technical Managers)	<ul style="list-style-type: none"> To ensure all technical staff receive relevant communications and pastoral/career development support. Develop a process for identifying technical staff in this category and assigning a technical leadership contact at point of recruitment. HoDs will ensure that research-group associated technicians have a strong link with our technical structure. A trial is underway in the Science Faculty using a matrix management-style arrangement 	June 2021	✓			
10	Re-join HEaTED	<ul style="list-style-type: none"> Initial discussions have taken place with the Director of HR about funding. Meet to secure funding. Promote technical participation in regional events and CPD opportunities. 	June 2020	✓		✓	

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11	Award Schemes <ul style="list-style-type: none"> Promote existing internal & external award opportunities for technical staff Investigate new internal categories for technical staff 	<ul style="list-style-type: none"> Establish specific awards for technical staff. Investigate possible funding routes for award sponsorship. 	December 2020		✓		
12	Promote professional registration and achieve Employer Champion status	<ul style="list-style-type: none"> Investigate possible funding routes for Science Council & Engineering Council membership sponsorship. Explore incentives for an initial group of staff achieving professional registration, to act as champions supporting other staff in future. 	December 2021		✓	✓	
13	Technical Leaders Network programme	<ul style="list-style-type: none"> Develop leadership skills in key managers of technical staff Promote Technical Managers in Universities & HEaTED online groups Encourage engagement with Microsoft Teams group. Chance to share ideas and to discuss current issues 	Ongoing	✓		✓	✓
14	Career framework will be finalised and communicated	<ul style="list-style-type: none"> Technical staff can identify where they sit within the career framework and use as a reference for career development/planning 	March 2020		✓	✓	

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15	Finalise and publish standardised job descriptions	<ul style="list-style-type: none"> Standardised JDs to be used in recruitment and staff appraisals. Technical staff can identify where they sit within the career framework and use as a reference for career development/planning 	June 2020			✓	✓
16	Recruitment – review success of changes to adverts & JDs	<ul style="list-style-type: none"> Enhance recruitment by interacting with social media Attract and retain the talent required to provide an ongoing technical service Better supported departments 	December 2021				✓
17	Skills audit carried out to map the existing skills we have in-house and identify areas of weakness	<ul style="list-style-type: none"> Skills programme developed to share expertise and ensure a sustainable technical service 	August 2021		✓	✓	✓
18	Investigate opportunities to enhance technical engagement with widening participation/outreach	<ul style="list-style-type: none"> Map technician involvement in existing activities to use as benchmark for assessing increased engagement Promoting technical careers locally/wider as part of outreach schemes Liaise with Head of Widening Participation to discuss opportunities Liaise with Talent Acquisition Manager with regard to promoting technical services in the community 	December 2021				✓
19	Review effectiveness of SDPR process for technical staff	<ul style="list-style-type: none"> Carry out review of the SDPR process with a view to implementing a meaningful system to support the career development of technical staff 	December 2021		✓	✓	

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20	Promote and develop the range of CPD activities available to technical staff to ensure development needs are met	<ul style="list-style-type: none"> • Practical Skills programme • IOSH Working Safely & Managing Safely Provision • Create and promote job shadowing opportunities • Effective Risk Assessment Course • Promote staff development course opportunities • Technical conference 	<ul style="list-style-type: none"> • Dec 2020 • Jun 2020 • Jun 2020 • Ongoing • Ongoing • July 2020 			✓	✓
21	Promote and develop our wellbeing programme for Technical Staff	<ul style="list-style-type: none"> • Ensure updates of Mental Health First Aid & Mental Health for Managers courses • Weekly well-being session programme hosted by HR team (pilot scheme in Science Faculty) • Mental health information promoted • Social Programme 	Ongoing				✓

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22	Explore opportunities for regional collaboration to share ideas and best practice	<ul style="list-style-type: none"> Develop links with GW₄/HEaTED member institutions and key technical contacts Funded opportunities for exchanges/job shadowing within GW₄ to share expertise and develop technical skills within the Alliance (<i>action 20</i>) Utilising GW₄ resources to support technical staff achieving professional registration (<i>action 12</i>) 	Ongoing	✓	✓	✓	✓
23	Evaluate the effectiveness of the above actions for both technical staff and service users	<ul style="list-style-type: none"> Technical staff will have continued opportunities to give feedback regarding their roles, their teams and the Technician Commitment through one-to-ones, SDPRs, focus groups and 'Town Hall' forums, event feedback and staff surveys Academic colleagues' feedback will be sought at departmental executives and staff meetings Technical Managers will log positive and negative feedback from technical staff and academic/other professional services staff for review Technician Commitment Steering Group will regularly review progress against the actions. 	Ongoing	✓	✓	✓	✓