



LSTM Technician Commitment Action Plan December 2019-2021

	Action	Notes	Timescale	
VISIBILITY <i>Ensure that all technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution</i>	1	Technician section on LSTM website with links to individual profiles	Profiles to include skills, experience, expertise, technician photos, current activities, development opportunities, 'a day in the life'/ Technician stories/case studies to demonstrate the contribution of technicians to students and the university and the promotion of the involvement to TMIH.	Dec 2019 - Jun 2020
	2	Links to technician profiles from PI profiles	Standardise so that all PIs have links to their technical staff for visibility of engagement in specific group research. Currently, some have but some haven't. Technicians to liaise with executive assistants to update their individual profiles.	Dec 2019 - Jun 2020
	3	Technical representation in internal committees/meetings	Groups where strategic decisions are made that affect the Technical community such as concordat working group. Observer status for the research committee, learning and teaching committee.	Dec 2019 - Dec 2021
	4	Outward facing Technical representation	At open days, in marketing material, public engagement and as STEM Ambassadors.	Dec 2019 - Dec 2021
	5	New starters to be made aware of TMIH and TF	Promotional information included in the new starter pack and at induction.	Dec 2019 - Dec 2021
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RECOGNITION	1	Professional Registrations	Technicians to be giving the opportunity to get professionally registered with support from management to allow time to complete the application.	May 2020 - May 2021
	2	Technician Commitment launch to showcase what we have done	To showcase the successes/impact/contribution to increase the understanding the technical roles have towards the University meeting its strategic goals.	Mar-20

Support technicians to gain recognition through professional registration and external award schemes

3	Awards for Recognition of Technical excellence	Awards to be given in the school staff forum for Technical Excellence.	Oct-20
4	Recognising Teaching Excellence in Technicians	Recognise and support the teaching aspect of technical roles through the accreditation of teaching practice through SEDA or the Higher Education Academy (LIGHT).	Dec 2019 - Dec 2021
5	Technical supervisors of student research projects to gain formal supervisory roles	Technicians being included as laboratory supervisors in student projects, to be written into the dissertation structure guidelines provided by the School (in compliance with national teaching standards). This can be recorded in the technician's online training record (ESS)	July 2020 - Sep 2020
6	Inclusion of technical staff in current publication policy	Clear and consistent guidelines on the inclusion of technical staff as authors on research papers with reference to established guidelines, ICJME.	Dec 2019 - Dec 2021
7	Develop student/visitor training log	Document time spent, skills, teaching, project guidance, and feedback from trainee. This can be linked to appraisals and aide technician training. Integrate this into the "Dashboard" that is being developed for annual PDC if possible.	Jan 2020 - Dec 2021
8	Guidelines and training for technicians with pastoral care of students/ visitors	Support for technicians with the pastoral care of students/ visitors - quarterly sessions.	Dec 2019 - Dec 2021
9	Technical representation at School wide conferences/away days	Budget included in grants to allow for technicians to attend conferences. This will highlight their role within research.	Dec 2019 - Dec 2021

Action

Notes

Timescale

CAREER DEVELOPMENT

Enable career progression opportunities for technicians through the provision of clear, documented career pathways

1	Technician specific guidance for PDC	One PDC form is for all with additional guidance to be written for Technicians. Technicians to work with HR to write this additional guidance, which cover targets, timing of reviews, fixed term contracts and follow up with managers. Tailored sections to include short term goals for people of shorter FTC.	Jun-20
2	Include Technical Staff Development in manager/PI PDC	Staff development to be a measurable target on PI/Manager PDC. TMiH group to work with HR to input into guidance notes for PDC. Technical staff to work with manager/PI to identify current learning and development opportunities and commitment from LSTM that technicians have access to 10 days of development per year (as per Concordat). Improve visibility and access to internal training.	Dec 2019-Dec 2021
3	Technician specific career pathway	Produce a technician 'job family' with reference to job roles within the school. This will also highlight how technicians can move horizontally as well as vertically throughout the 'job family' as they progress in their careers. TMiH to work on career case studies with HR to show career paths for those in LSTM who have moved from grades 4 to 5 to 6 etc. This will show the possible routes available and the related activities that a technician could follow. Further guidance from HR surrounding the HERA process.	Dec 2019-Dec 2021
4	Technical staff development to be written into proposals/grants	Technical staff development to be written into proposal/grant applications for the duration of the grant proposal/research project, being mindful of giving everyone fair access to promotion, if grade level promotions are to be built into the application. Specific career pathways will help towards predicting a budget that allows for career development.	Dec 2019-Dec 2021
5	Academic Department Training budget application support	Support for Technicians applying to the Academic Department Training budget following the usual process.	Dec 2019 - Dec 2021
6	Have a Technician specific personal development profile (CPD)	HR to support with the further development of itrent to allow CPD records to be kept via ESS. HR/PI to acknowledge gaps in Technical training so that technicians have a specific CPD profile and a clear development pathway can be followed.	Jan 2020-Dec 2020

	7	Time allocated for Technician specific training/courses	10 days of development per year for all those classed as researchers (and technicians are in the LSTM definition). This should be acknowledged as part of grants and planning for the year.	Dec 2019-Dec 2021
	8	Secondment opportunities	Secondment opportunities internal/external with our industry partners. Internal/External Job swapping/shadowing. 'Technician School' for skill sharing.	Dec 2019-Dec 2021
	9	Mentoring/Coaching scheme	Ensure technicians are to be included in the mentoring scheme list	Jun-20
	10	Plan schedule for in/external speakers		Jan 2020 - March 2020
	11	Develop personal online profiles	Host workshops for developing online profile with in/external facilitators, e.g., LinkedIn, Twitter. Annual sessions for new starters	Mar 2020 - Dec2021
	12	CV writing, job application and interview training	In-house training sessions to be held frequently. Work with Recruitment to build into annual programme.	Mar 2020 - Dec2021

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<p>SUSTAINABILITY</p> <p><i>Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised</i></p>	1	Identify areas of skills shortage/skills gaps, train and redeploy technical staff within these areas	Improved process around redeployment of staff coming up to the end of their contract so as to improve the preservation of staff and skills. Encourage technicians to keep up-to-date CVs with dedicated time if necessary and these will be fed back to HR. HR to advertise upcoming posts internally first only and if no-one in house is suitable then look external	Dec 2019-Dec 2021
	2	Review re-grading policy	Clarity around requirements for re-grading, the remit of each grade and guidelines around internal/external advertisement when posts are re-graded.	Dec 2019-Dec 2020
	3	Contribution points	Clarity around contribution points. Easy access to online policies. In parallel with the employee salary review process, hold workshops to highlight eligibility, and help with applications.	Dec 2019-Dec 2020

	4	Skills/CV database	Technical staff to translate current skills database into key phrases used by HR in job specifications. This will aide redeployment. Up-to-date CVs will feed into this live database to be used by HR.	Dec 2019-Dec 2020
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