

ACTION PLAN 2016-2018

To support the implementation of the Concordat to Support the Career development of Researchers

RECRUITMENT AND SELECTION			
PRINCIPLE 1			
Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research			
Clause	ACTION	LEAD	TIMEFRAME
1.1; 1.2; 1.3	Annual Review of Human Resources policies including Recruitment and Selection Policy and update where appropriate.	PO-HR	January 17; 18
1.3	Assessment of the application of the University standard practice of offering permanent contracts to researchers after two years continuous service; identify if and when exceptional cases are made.	PO-HR	April 2018
RECOGNITION AND VALUE			
PRINCIPLE 2			
Researchers are recognised and valued by their employing organisation as an essential part of their organisation's human resources and a key component of their overall strategy to develop and deliver world-class research.			
2.1 ; 4.1	New online system for annual appraisal and work plans to be developed and installed. This system will allow for more extensive data mining of training needs for researchers to inform the training provision made by PO-OD. Target to have identified clear set of training needs of researchers and delivery of appropriate training.	PO-OD	September 2016
2.1	Review and consideration of researcher contractual entitlements by University Research Committee in line with support staff contracts. Target, to ensure equal entitlements for researchers.	RCG/URC	December 2016
2.3	Further development of the Key Skills and REI training programme to include training for experienced researchers in relation to awareness of responsibilities in managing researchers. Target for at least 75% of staff with line management responsibilities for researchers to have participated in the training.	CRS	April 2018
2.3	Rollout of a programme of The Leadership Academy at LSBU, to develop the skill set of all leaders in the organization including research managers. The programme is aimed at updating knowledge of	PO-OD	September 2017

	leadership best practice and current legislation and includes modules on Core Skills; Self Management; Strategic and Management & Enterprise and People Management. The first cohort of the programme to be delivered over Spring and Summer 2016 followed by a review of the programme with success based on participation and feedback from participants. Second cohort to be delivered Spring/Summer 2017. Target: for line managers responsible for researchers to have participated in the Programme.		
2.6	Development and implementation of 'Your Career Matters Pathway' tailored to the needs of researchers.	PO-OD	December 2017
SUPPORT AND CAREER DEVELOPMENT			
PRINCIPLE 3			
Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.			
3.1; 3.8	LSBU to participate in Outside Insight work shadowing scheme (http://www.heioutsideinsight.co.uk/) . PO-OD to carry out a debriefing with participants following their participation in the programme. Success to be measured by the number of participants (maximum 8) and the feedback from participants and actions plans.	PO-OD	October – December 2016
3.1; 3.8	Completion of review of existing mentoring schemes for researchers within Schools and follow up in line with the rollout of the central mentoring scheme to be introduced in September 2016.	RCG	December 2017
3.1; 3.8 4.5	Formalisation and rollout of central University mentoring scheme that allows for participants to be paired according to the identified learning need. Programme to be launched for the 2016/17 academic year and rolled out over the following year with a view to participation in the scheme by at least 10% of those on research contracts.	PO-OD	April 2018
3.3	To review opportunities for researchers to gain experience in the non-academic sector.	CRS	July 2017
3.3; 5.2	Creation and development of cross-school networking opportunities for researchers in the form of themed workshops. At least 8 workshops by April 2018.	CRS	April 2018
3.6	Review and rewrite of the Research Support Handbook to update procedures and present the information in a more accessible and user friendly format. Follow up to assess effectiveness through organisation of a focus group with researcher.	CRS	April 2017
3.7	To increase opportunities for researchers to supervise through enhanced provision of training for supervisors including, Epigeum on-line training; a series of face-to face workshops covering elements such as the internal LSBU regulations and the supervisor-student relationship. To increase the	CRS	April 2018

	number of researchers involved in supervision by at least 15% by April 2018.		
3.9	Continue annual poster competition. Increase participation in the poster competition by 10% for 2016 and 2017.	CRS	July 2016; July 2017
3.9	Further integrate researchers from all stages of the research-career cycle into the Research Summer School Programme for 2016. Increase participation in the Summer School Conference of staff on research contracts by 20% July 2018 compared to 2016.	CRS	July 2017
PRINCIPLE 4			
The importance of researchers' personal career development, and lifelong learning, is clearly recognised and promoted at all stages of their career			
4.2	Further development and review of the Key Skills and REI training programme to a) move bookings to the central staff development system so that the success of the programme can be better measured via resulting L&D metrics and participation rates. Target to increase participation by at least 20% by Spring 2017.	CRS	April 2017
4.3	Liaise with Academic Staff Development Unit to identify routes for teacher training given that this is no longer provided directly at LSBU. Success measured by clear route for training opportunities and the uptake of this by researchers.	CRS	September 2017
RESEARCHER'S RESPONSIBILITIES			
PRINCIPLE 5			
Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.			
5.2	Series of impact and parliament training for researchers to better understand how to communicate policy relevant research results. Initial success measured by participation of researchers and follow up on activity.	CRS	September 2016
5.2	To review opportunities for researchers to engage with local non-academic organisations including local SME's.	RCG	July 2017
5.6; 4.3	To map training and resources to the RDF Planner tool, continue the roll out of the RDF Planner training sessions with a view to increasing the number of researchers using the Planner by 50% by April 2018.	CRS	April 2018
5.6	To undertake a series of rollout sessions with staff in all Schools in relation to the Researcher Development Strategy, what it is, support for researchers at the University and how to access that support. Minimum one rollout session per School by April 2017.	CRS	April 2017
DIVERSITY AND EQUALITY			

PRINCIPLE 6			
Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers			
6.1; 2.3	Development of an online platform for Unconscious Bias training. Since this training is mandatory, success will be measured by participation.	PO-OD	September 2016
6.1; 1.4	To make 'live' the approved Action Plan for Equality, Diversity and Inclusion. Target is the subsequent achievement of the designated actions.	PO-BS	November 2016
6.3	Introduction of Dignity at Work Scheme and Speak Up Policy to train up members of LSBU staff to provide support for others in the workplace. Recruitment and training of advisors in two cohorts June and September 2016 and communications plan for informing staff about the policy.	PO-BS	January 2017
6.10	Submission to Athena SWAN bronze institution status in November 2016 and subsequent award of Athena SWAN bronze institution status to LSBU. Monthly meetings of working groups from May 2016 to November 2016.	PO-BS	April 2017
IMPLEMENTATION AND REVIEW			
PRINCIPLE 7			
The sector and stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK.			
7.2	To participate in 2017 CROS and PIRLS exercise and PRES. Increase participation rates by at least 10% in comparison to the 2015 exercise.	CRS	Summer 2017