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## Technician Commitment Steering Group

### Purpose

The remit of the University Technician Commitment Steering Group (TCSG) is defined as to review progress with the development and delivery of the Technician Commitment plan for the whole Technical Services community (teaching and research) across the four key elements:

- Visibility (events, promotional materials, communication, network)
- Career Development (continuous professional development, career-pathways)
- Recognition (reward and recognition schemes)
- Sustainability (skills matrix for future work, standardisation, apprenticeships)

The TCSG is required to meet, review and report on agreed actions against the Technician Commitment plan on a quarterly basis.

### Terms of Reference

- Maintain oversight of the Technician Commitment 5-Year plan and financial provisions at the University of Leeds and provide a progress report on an annual basis to the University Executive Group (UEG).
- Be the relationship interface with UEG and the Technician Commitment Working Group (TCWG).
- Work in partnership with the Research Culture Steering Group to ensure that the key challenges for the Technical Services community are discussed and where appropriate addressed.
- Communicate and consult with HR, Technical, Academic and Professional Services senior representatives to ensure that appropriate support, career pathways and development provisions are in place to support the institution and the Technicians to fulfil their potential.
- Provide advice, guidance and feedback to inform continuous improvement of the visibility and recognition of Technicians to UEG and the Technical Services community.
- Advise UEG on the development and implementation of effective approaches that will enable the institution to positively adapt to any changing circumstances and support the future development of the Technicians' community.

### Membership

The TCSG is made up of representatives from the technical, academic and professional managerial communities across the University. These are as follows:



Name	School/Institute	Faculty/other affiliation	Role	Additional information
Elaine Martin	Chemical & Process Engineering	Engineering & Physical Sciences	Academic Lead for the Technician Commitment	Chair of Technician Commitment Steering Group
Jennifer Hibbard	Biology	Biological Sciences	Technician Lead for the Technician Commitment	Chair of Technician Commitment Working Group
Michelle Nettleton		AHC, FoSS & LUBS	Head of HR	Trade Union conduit; HR Representative on Research Culture Steering Group
Kelly Lewis		Arts, Humanities & Cultures	HR Manager	
Emma Spary		Organisational Development & Professional Learning (OD&PL)	Head of Researcher Development & Culture	Representative from Research Culture Steering Group (rotational role)
Gill Booth		Medicine & Health	Faculty Operations Director	
Emily Abbey		Arts, Humanities & Cultures	Faculty Operations Director	
Sarah Myers		Engineering & Physical Sciences	Technical Services Manager; Chair of Technical Managers Forum	Representative from Technical Services Managers Forum (rotational role)
Angela Beddows	Physics	Engineering & Physical Sciences	Teaching Technician; Technician Champion	Representative from Technician Commitment Working Group (April 2023 to April 2024 appointment) (rotational role)
Emma Black	Dentistry	Medicine & Health	Lab Manager, Senior Research Technician; Technician Champion	Representative from Technician Commitment Working Group (October 2023 to October 2024 appointment) (rotational role)
Maria Stopyra		Organisational Development & Professional Learning (OD&PL)	Organisational Learning Partner	
Anoushka Kulikowski		Biological Sciences	Technician Commitment Project Support Officer	

The TCSG should be quorate (the Chair plus three other members) where decisions need to be made, however If a member is unable to attend the scheduled meeting they can provide feedback and input via e-mail. This will support timely decision making.

The membership will be reviewed on an annual basis in September in line with the new academic year. Rotational roles will be for a period of one year with the appointment of the two representatives from the Technician Commitment Working Group being staggered by 6 months.



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The Technician Commitment Budget Holder (currently Amelia Lesiuk, FBS) will attend meetings on a 3 monthly basis to provide an update on the Technician Commitment finances.

### **Meeting Frequency**

The Committee will meet approximately every 3 months to review progress against the University's Technician Commitment plan. However, specific issues, or decisions, which arise outside of the timescales for scheduled Steering Group meetings that cannot be addressed by email or informal consultations, will be addressed through an additional meeting.

### **Steering Group Administration**

Steering Group meeting minutes and actions will be undertaken by the Technician Commitment Project Support Officer and circulated to all TCSG members, and the Technician Commitment Budget Holder, within 5 working days of the meeting. Members are required to inform of any amendments to the records within 5 working days of circulation. Any actions are not expected to have occurred until after this time has lapsed for clarification and accountability purposes.