

TECHNICIAN COMMITMENT 36- Month ACTION PLAN 2021-2024

Appendix E

Action	Link to TC	Key Outputs	Timeframe	Person Responsible	Success Measures
Increase use of MS Teams to share information and network	Visibility (V1)	Increase engagement and knowledge sharing. Encourage more technical owners/ leads for the different channels.	Continuing action	TCWG and Technician Champions	Increase membership from 148 members by 20% over 3 years
Website	Visibility (V2)	Continue to develop website to highlight case studies or technical teams. Recruit volunteers from the technical community to update/ manage the website (provide training)	Continuing action	TCWG University's Communications team	4 new case studies per year. Technically Speaking articles to migrate from News pages to dedicated site. Monitor engagement statistics.
Increase participation at Northern Partnership events	Visibility (V3)	Include HR and OD representatives in these meetings.	Continuing action	TCSG & TCWG	Wider participation at external events leading to better networks. Ensures that contribution from Leeds is visible and supports the wider community.
Technical staff are represented on key University/faculty/School/Institute committees and groups	Visibility (V4)	Undertake a review of which committees technical staff currently have positions on. Targets areas where participation is low. Look for examples of good practice and share across faculties.	Continuing action	HR and Champions	Faculties to produce a list annually of committees which have specific technical involvement e.g. H&S, Athena SWAN, EDI, equipment & resourcing committees

TECHNICIAN COMMITMENT 36- Month ACTION PLAN 2021-2024

Appendix E

Annual networking event	<p>Visibility (V5)</p> <p>Sustainability (S1)</p>	Determine most suitable event(s) to meet current requirements each year. This could be a conference, TechExchange or local Away Days	TBD	TCWG	Events that encourage wide scale participation (>50%)
Celebrate good news and achievements via social media and website	<p>Recognition (R1)</p> <p>Visibility (V6)</p>	Identify further ways to share and celebrate good news stories. Continue to build on success of the Twitter account	Continuing	TCWG- Technically Speaking/ twitter account	Reaching a wider audience – determine success through Twitter and website engagement statistics.
Fair Attribution policy- recognising contribution to papers either by authorship or acknowledgement	<p>Recognition (R2)</p> <p>Visibility (V7)</p>	Creation of a university wide policy defining when contribution to academic papers merits acknowledgement or authorship	Feb 2022 - 2024	TCSG in partnership with DVC for Research and Innovation	A policy in place that is accessible to everyone
Identify and support applications for external awards	Recognition (R3)	Recognise the contribution of technical staff at Leeds. Currently these are publicised to technical staff. Find mechanisms for sharing with other categories of staff who may wish to nominate their technicians	Continuing action	TCWG	3 external nominations per year. Opportunities for application visible on website to all staff
Review internal University awards	Recognition (R4)	Ensure there are categories that technical staff are eligible to apply for. Ask organisers for feedback about numbers of	TBD	TCWG	Identify numbers of current nominations and look to maintain or improve annually.

TECHNICIAN COMMITMENT 36- Month ACTION PLAN 2021-2024

Appendix E

		nominations received for technical staff			
Technicians participation in open days and student induction	Recognition (R5) Visibility (V8)	Ensure Technical staff have an opportunity to participate in open days and student induction to showcase their expertise	From Academic year 21/22	Faculties/Student Education Service	Technical staff are recognised as an integral part of the research community, student experience, and achievement/contribution to the success of the University strategy
Technicians attending Graduation ceremonies	Recognition (R6) Visibility (V9)	Arrange for Technicians to attend graduation ceremonies	From Academic year 21/22	Faculties/Student Education Service	Students have an increased awareness and appreciation of the roles and contributions Technicians make
Support for Professional Registration	Recognition (R7)	Determine the support required by applicants to progress/ maintain Professional Registration. E.g. financial support for initial application, training to complete application, mentors, CPD provision	Continuing action	TCWG and OD+PL	Increased numbers of applicants Technicians progressing through the different categories of registration (e.g. from RSciTech to RSci)
	Career Development (CD1)				
Support for HEA Fellowship Applications	Recognition (R8)	Targeted support for technical staff applying for HEA Fellowships including mentors.	Continuing action	TCWG and OD+PL	4 applicants per year, or current holders progressing through the different categories of registration.
	Career Development (CD2)	Provide case studies showing how technicians have progressed into teaching roles.			

TECHNICIAN COMMITMENT 36- Month ACTION PLAN 2021-2024
Appendix E

Review support for continued membership of Professional Bodies	Career Development (CD3)	Determine current support for funding different categories of staff across different Faculties and put in place a standardised policy	Continuing action	TCSG	A single document ensuring technical staff have same access to support as other categories of staff and this is consistent across the University
Review internal training provision including opportunities for in-house shadowing and secondment opportunities between faculties	Career development (CD4)	Reviewed and refreshed training provision for all grades. Provide shadowing and secondment opportunities where applicable.	Start April 2021 then reviewed annually	OD+PL	Clear development plans discussed, agreed and reviewed at SRDS. An increase in Technicians engaging in training, in house shadowing and secondment opportunities
Clearly define technical structures in each Faculty, including where appropriate commonality of job roles	Career development (CD5)	A clear understanding of technical roles and structures. Define technical job titles consistent with grade. Define management structures	Continuing action to be completed by 2024	Deans/Heads of Schools/HR	Clearly defined structures in place, which promote clear, transparent career pathways.
Start to develop CPD central and incorporate as part of the SRDS process	Career development (CD6)	Consistent approach to CPD throughout University. Aids technicians who are renewing Professional Registration	Start January 2022 for inclusion in 2022 SRDS in FBS as pilot. Roll out across University 2023	HR, OD+PL, Faculty Deans/representatives	All Technicians to outline their CPD achievements via the SRDS process and form
Promote opportunities for internal leadership training	Sustainability (S2)	Increased uptake of internal Leadership training. Review other opportunities such as apprenticeship management degrees.	Start April 2021	OD+PL / Website/TCSG	Able to demonstrate links to apprenticeship management degree options. Collect and analyse statistics from leadership training uptake.
	Career Development (CD7)				

TECHNICIAN COMMITMENT 36- Month ACTION PLAN 2021-2024
Appendix E

Grow apprenticeship training including internal apprenticeships schemes for people already in role etc. including fully utilising the apprenticeship levy	Sustainability (S3)	Increase numbers enrolled in apprenticeship schemes	September 2022 with recruitment for Sept 2023	HR & OD+PL	Co-ordinated approach to apprenticeships across the university. Increase in the number of apprenticeships from 9 to 14 by 2023
Links to UKRI	Sustainability (S4)	Investigate building links with UKRI to find best ways to support research-funded staff.	TBD	TCSG in partnership with DVC Research and Innovation	Develop contacts with UKRI and engage with appropriate events.
Budget	All (A1)	All faculties contribute equally to the budget for the Technician Commitment. This gives autonomy for the TCWG to decide where financial support is best placed	Continuing action	Budget holder from TCWG	Funding received from Faculties, and budget for spend determined by the TCWG. Budget report provided to UEG detailing spend and impact
Full review of progress against plan	All (A2)	Identify whether progress is being made on actions, and amend plan accordingly. Ensure additional resource is made available where required, or that adequate reason is provided if actions not complete.	Continuing action. Reviewed every 3 months	TCSG	Progress report circulated to all technical staff via TCWG, and an annual report provided to UEG. Progress against plan to be included in future REF and TEF returns.
Appoint a new Institutional Lead	All (A3)	Identify a key member of the University Executive Group (UEG) to Champion technical	April 2021	TCSG Chair	Appoint a new Institutional Lead, who actively promotes the Technician Commitment

TECHNICIAN COMMITMENT 36- Month ACTION PLAN 2021-2024

Appendix E

		staff and the Commitment			
Support participation at national events such as conferences and networking events	All (A4)	Increased networking, greater understanding of national picture. Increased opportunity for sharing good practice. Widen participation to offer opportunity to more staff.	Continuing action.	TCWG	Record numbers attending external events such as HETS and Technician Partnership Conference (35 attended this last year). Increased numbers attending to >70 over the 3 year period (25% of technical services community). Increased contacts between other Universities for sharing good practice.
Broaden participation of TCWG to offer more opportunity, in particular targeting unrepresented areas of the University	All (A5)	Review the areas where additional volunteers could support the TCWG and appoint volunteers.	Continuing action	TCWG	Increased membership of the TCWG (currently 10) to 15 by 2024
Communications from Champions	All (A6)	Identify the most effective routes for Champions to communicate with their teams. Determine minimum communication requirements and feedback routes	April 2021	TCWG	Regular two-way communication with all technical staff.
Review how additional activities are recognised	All (A7)	Review how activities such as public engagement, citizenship, participation on committees etc. are recognised (reward, promotion, time buy-out) in different	TBD	TCWG & HR	Consistent approach to recognising additional activities, where best practice is adopted throughout the University.

		faculties and compare how this is recognised for other categories of staff.			
--	--	---	--	--	--

DRAFT