Appendix E: University of Leicester Technician Commitment 3 Year Action Plan March 2021

Phase 1 (P1) = June 2021 to May 2022
Phase 2 (P2) = June 2022 to May 2023
Phase 3 (P3) = June 2023 to May 2024

ExB = Executive Board

GB = Gemma Black

LDH = Laurence Dawkins-Hall

OD = Organisational Development

RD = Rebecca Draper

SD = Sarah Davies

SG = Technician Commitment Steering Group

PVC HOC CSE = Pro Vice Chancellor amd Head of College of Science and Engineering

CLT = College Leadership Team

ExB = Executive Board

PDD = Performance development and Discussion

	Activity	Success Measures	Time frame	Action owner	RAG Status
Workstream: Visibility					
V1	**Reinvigorate our commitment to and raising the profile of the Technician commitment across the institution.**	An inclusive, engaged technician community. Support and engagement from the Executive Board (ExB), Senior Leadership Team (SLT) and the wider University community.	P1	SG	

	In line with a gradual return to campus following the pandemic and changes to the Steering Group (SG, Institutional and Professional Services leads), reinvigorate our Technician Ccommitment (TC):				
	i) To publish a mission statement	Visible mission statement.	P1	SG	██
	ii) To promote inclusivity - Self registration of all colleagues who identify as a technician and want be part of our community.	All who identify as a technician and want be part of our community are captured and involved .	P1	SG	
	iii) To identify and increase engagement of technical staff who are not laboratory based and investigate the support needed for these roles	Technical staff identified and the support required for these roles is reported to SG and investigated.	P1-3	SG College leads	
	v) To report on progress through a standing agenda item at Executive Board through the PVC HOC CSE and College Leadership Teams (CLT) through College TC leads.	Executive Board are well informed of the progress and requirements of the Technician Commitment. Awareness of Technician Commitment progress through CLT and support where required.	P1-3	SD	
V2	**Annual technical staff conference.**	Annual conferences scheduled in 2021, 2022 and 2023 (September).	P1-3	SG	
V3	**Communications**				
	Relaunch and promote the TC website on external and internal platforms. This site will be the golden source of data for the TC at UoL.	Website relaunched and kept up to date with latest information.	P1-3	SG	
	Identify a website champion who will lead and maintain the website. Long term goal is to expand the website to include team membership, showcase technical staff, training and development opportunities and events (P1).	Website champion identified and website maintained.	P1	SG	
	Internally: identify to use Teams/SharePoint. Technical staff to opt into this.	Teams/SharePoint set up and in use.	P2	RD	
	Externally: Develop front page using Site core that will be visible to both internal and external audiences.	Front page developed and visible to both internal and external audiences.	P2/P3	SG	

	Increasing the profile of technical staff through regular articles in University newsletter	Member of media/communications to join and the Steering Group. Regular updates to all across University communications.	P1-3	SG	
	Identify social media lead.	Regular updates on social media platforms e.g. Twitter, Yammer.	P1	SG	
V4	**Technical representation of University and College committees.**				
	Review of Term of Reference of College/Institution Education and Research committees to include technical representation	Inclusion of technical staff in relevant key committees and groups involved in deciding policy and process for the institution.	P1	SG	
	Review technical staff representation on School/Departmental committees. College leads to identify and compile School/Departmental committees technical staff attend and identify contribution/role is (e.g. participant/observer).	Inclusion of technical staff in relevant School/Departmental committees.	P1	SG	
Workstream: Recognition					
R1	**Appointment of Institutional Role to lead the strategic development of technical staff at UoL.**	Institutional Role in place to lead the strategic development of technical staff at UoL.	P2 and P3	ExB	
R2	**Acknowledgment of our contribution to world class research**				
	Acknowledgment of research contribution through recognition as authors on outputs and grant applications.	Implementation of University policy regarding the inclusion of technical staff on research outputs.	P1	SG	
R3	**Professional registration**				
	Achieve Science Council Employer Champion status.	Employer Champion status achieved.	P1 (start Dec 2021), P2 and P3	SG	

	Develop a business case to be considered at Executive Board to secure funding for professional registration to be administered and absorbed into Organisational Development training budget.	Funding available for registration.	P1 (first six months)	SG and OD	
	Register 2 cohorts per year for professional registration (TBC)	Increase in technical staff professionally registered.	P1 (start Dec 2021), P2 and P3	LDH	
R4	**Recognition and promotion of work of technicians**				
	Recognition of work undertaken during the lockdowns which enabled day operations and contribution to academic endeavour.	Showcase/wide communication of work on medias such as website, Twitter etc.	P1-3	SG College leads	
	General ongoing recognition and promotion of technical work.	Showcase/wide communication of work on medias such as website, Twitter etc.	P1-3	SG College leads	
	Recognise the contribution of technical staff to academic endeavour through the Technician of the year award in the Citizens Awards. Strongly promote this award among the wider University community.	A steady increase in nominations from the previous year.	P1-3	SG College leads	
	National award - Papin Award.	Nominations from UoL community.	P1-3	SG	
Workstream: Career Development					
CD1	**Career development resources**				
	Define clear career pathways for technical staff.		P1-3	TBC	
	Create resources for career development in additional to the document published in June 2020; "Career pathways; technical and experimental". Resources to include training opportunities available both internally and externally (communicate through website, staff announcements and email).	Clear and transparent pathways for career development.	P1-3	OD	
	Collect case studies celebrating technical careers and apprenticeships .	Case studies accessible on website	P1-2	OD	
CD2	**Mentoring, training and PDDs**				

	Establish a technical staff mentoring system and advertise to all via website, email, staff announcements etc.	Engagement and allocation of mentors and mentees	P2-3	GB	
	Explore possible external opportunities for shadowing at other Universities within the Midlands Innovation group.	Technical mentoring system well promoted, successful and utilised.	P2-3	GB	
	Encourage job shadowing, mentoring and buddy systems.	Resources for career development are readily available and widely accessible on the website for all.	P2-3	SG	
	PDD guidance training for appraiser/appraise to enhance personal career development plans allowing technical staff to get the best out of annual PDD's.	Circulate guidance and survey colleagues regarding quality and effectiveness of PDD.	P1-2	SG/OD	
	Engage Technical Managers/Leaders with training to equip them with the knowledge and resources to develop technical staff effectively a)Workshop on apprenticeships b) Training and development opportunities available to technical staff	a) Organisational Development to attend a Technical Managers Forum meeting to present on apprenticeships. b)Regular communication of all training opportunities to technical staff and line managers.	P1-3	a) OD b) GB	
CD3	**Professional support**				
	Teaching acknowledgement in workbooks etc.	Recognition of technical staff contributions where appropriate (e.g. contributions to teaching workbooks).	P1-3	SG	
	Involvement in conferences and meetings where appropriate.	Technical staff attendance at relevant conferences and meetings.	P1-3	SG	
CD4	**Apprenticeships**				
	Apprenticeships revival led by Organisational Development. Both new and current staff opportunities to be promoted.	Increase in number of new and current staff accessing the apprenticeship levy. Case studies created for website.	P1 and P2	OD	
Workstream: Sustainability					
S1	Create a contact point for skill sharing/knowledge database within the University.	Accessible database within the University to include skill set and contact details.	P1-3	SG	

S2	Introduce regular technical networking events and continue with topic-focussed events within the University to enhance the vibrant technical community.	Minimum 3 events per year.	P1 (Sept onwards)	SG	
S3	Raise awareness of technical careers outside of the University.	Communication of technical career pathways available.	P2 and P3	SG	
S4	Investigate succession planning to feed into Department/School and College work force planning. To develop plans for investment in the technical workforce To review structures and improve to enable capacity for training and development to be absorbed into staffing levels.	A diverse, highly skilled and knowledgeable sustainable technical community across the University.	P2-3	TBC	