

University of Leicester Technician Commitment 3 Year Action Plan January 2024

Key

Phase 1 (P1) = Jan 24 to Dec 24

Phase 2 (P2) = Jan 25 to Dec 25

Phase 3 (P3) = Jan 26 to Dec 26

ExB = Executive Board

GB = Gemma Black

OD = Organisational Development

RD = Rebecca Draper

SD = Sarah Davies

SG = Technician Commitment Steering Group

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

CLT = College Leadership Team

ExB = Executive Board

PDD = Performance development and Discussion

¹ mentioned in feedback from technical staff

² linked to TALENT Commission recommendations

Activity	Success Measures/Impact	Time frame	Action owner	RAG Status	Comment
Workstream: Visibility					
V1	Building on the progress to date, increase the profile of Technical staff by embedding the Technician commitment in all activities in which technicians contribute to the successful delivery of activities for the institution.	An inclusive, engaged technician community. Support and engagement from the Executive Board (ExB), Senior Leadership Team (SLT) and the wider University community.			
	V1a. Encourage and support events for visibility, outreach and public engagement specifically for and/or including technical staff, increasing the profile of technical staff and roles at UoL. This may also include supporting open day and recruitment events ² .	Link with UoL Schools outreach team and local schools to increase visibility and breadth of technical roles to young people, in particular to under-represented areas e.g. diversity, females in STEM etc. Increase in number of events supported from 2024 to 2027.	P1-3	SG	
	V1b. Raise technical visibility and profile of technical staff with a pilot of 20 technical staff profiles, indicating links to the University strategic themes; "World Changing Research", "Research Inspired Education" and "Our Citizens" ² .	Pilot of x20 technical staff profiles published indicating clear links to UoL strategic themes.	P1	SG to identify case studies in their area / GB to showcase	
	V1c. A College pilot event, showcasing key research/teaching facilities and areas, open to all across the University. This will support technical visibility, networking for all of Our Citizens, and potential collaborations ² .	One College approached and successfully pilots a showcase event.	P1	SG / GB	
	V1d. Continue 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. Identify new SG TC leads.	Executive Board (ExB) 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	SG	

V2	Annual technical staff conference	Annual conferences scheduled in 2024, 2025 and 2026.	P1-3	SG		
V3	Communications					
	V3a. Website internally: identify to use Teams/SharePoint. Technical staff to opt into this.	Teams/SharePoint set up and in use.	P1	SG		Potentially to be linked into website project work following a decision of the best route to take.
	V3b. Continue to profile technical staff as "Our Citizens" through regular articles in University newsletter.	Member of media/communications to support annual communications plan for technical staff. Regular updates to all across University communications.	P1-3	SG		Head of Technical Services Development & Strategy meeting monthly with a lead from the communications team to ensure regular updates/maintain scheduled programme. Monthly stories around technical staff are planned ahead for Aug 2023 - July 2024, in addition to any events/news published.
V4	Technical representation of University and College committees.					
	Annually review technical staff representation on School/Departmental/University committees. College leads to identify and compile School/Departmental committees technical staff attend and identify contribution/role is (e.g. participant/observer) ² .	Inclusion of technical staff in relevant School/Departmental committees. Inclusion of Head of Technical Services Development & Strategy in relevant University committees.	P1-3	SG		
Workstream: Recognition						
R1	Acknowledgment of our contribution to World Changing Research and Research Inspired Education					
	R1a. Promote the acknowledgment of research contribution through recognition as authors on outputs and grant applications. Where appropriate, we will encourage technical staff to be PIs on proposals, with the same levels of support for writing and navigating processes as available to researchers ^{1 2} We will encourage appropriate inclusion of technical staff as authors, co-authors, or contributors on published papers and presentations, providing clear guidance for appropriate inclusion at relevant stages ^{1 2}	Implementation of University policy regarding the inclusion of technical staff on research outputs. Creation and communication of Fair Attribution Policy for technical staff.	P1-3 P1	SG GB		
	R1b. Working with RED, we will investigate the possibility of: i) Inclusion of technical staff as Co-Investigators or Secondary Supervisors (Grants, PGR projects) ^{1 2} ii) Costing of technical staff on proposals ^{1 2}	Increased awareness and uptake for technical staff to be considered as co-investigators, co-supervisors, for grants or projects.	P1-3	SG / GB		
R2	Professional registration					
	Appoint mentors to support technical staff through the professional registration process ² . Continue to support professional registration applications across all disciplines ² .	Mentor/s at UoL available to support other technical staff through the professional registration process. Increase in technical staff professionally registered.	P1-3	GB		
R3	Recognition and promotion of work of technicians					

	Recognition and promotion of technical work, showing links to the University strategic themes; "World Changing Research", "Research Inspired Education" and "Our Citizens" ¹ .	Showcase/wide communication of work on medias such as website, Twitter etc.	P1-3	SG College leads to identify stories and work with GB to showcase		
	Recognition of 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 Prizes.	Encourage nominations from UoL community.	P1-3	SG		
Workstream: Career Development						
CD1	Career development resources					
	CD1a. Define clear career pathways for technical staff through consultation with stakeholders, with specific consideration to a Technical Specialist Pathway ^{1 2} .	If suitable, create a Technical Specialist Pathway, reviewing opportunities and mechanisms for staff to move across career pathways and job families.	P1-3	GB		
	CD1b. Create resources for career development to include training opportunities available both internally and externally, providing clear examples of typical knowledge, skills and experience required for each grade. Communicate widely through website, staff announcements and email ^{1 2} .	Clear and transparent pathways for career development. Resources easily accessible and opportunities highlighted.	P1-3	OD / GB		
	CD1c. Collect case studies celebrating technical careers and apprenticeships, showcasing these both internally and externally.	Case studies accessible on website and showcased on social media.	P1-3	SG		
CD2	Mentoring, training and PDDs					
	CD2a. Utilise the University Coaching and Mentoring Scheme to increase the number of technical staff available on the University mentoring system. Promote opportunities to all via website, email, staff announcements etc ² .	Engagement of technical staff with UoL Coaching and Mentoring Scheme and allocation of mentors and mentees.	P2-3	SG		
	CD2b. Investigate a pilot job shadowing, mentoring and buddy system ^{1 2} .	A successful pilot job shadowing system. Resources for career development are readily available and widely accessible on website for all.	P2-3	SG		
	CD2c. Engage Technical Managers/Leaders with training to equip them with the knowledge and resources to develop technical staff effectively a) Empowering line managers to support career development of technical staff through 121 and PDD processes b) Training and development opportunities available to technical staff ²	a) Support for Technical Managers from OD to develop technical staff through 121 and PDDs. b) Regular communication of all training opportunities to technical staff and line managers.	P1-3	a) OD b) GB		
CD3	Apprenticeships					

	OD to highlight and support interest in technical apprenticeships. Both new and current staff opportunities to be promoted. Ensure newly advertised positions are reviewed to fully consider apprenticeship route prior to advert ^{1 2} .	Increase in number of new and current staff accessing the apprenticeship levy. Case studies created for website.	P1 and P3	OD		
Workstream: Sustainability						
S1	Create a contact point for skill sharing/knowledge database within the University ¹ .	Accessible database within the University to include skill set and contact details.	P1-3	SG, College leads to Technical Managers		
S2	Regular technical networking events and with topic-focussed events to enhance the vibrant technical community.	Minimum of two events per year.	P1-3	SG		
S3	Recruitment and retention focus: i) Working with Careers Services, we will provide support to make technical roles a desirable choice of career ii) review data on technical staff make up and encourage people from underrepresented groups to apply for technical roles at UoL (note, this links in to outreach and events activities to encourage people from a range of backgrounds into technical careers ²) iii) Contribute to the College Research Culture working groups	Increase in technical staff diversity especially from underrepresented backgrounds.	P1-3	SG		
S4	We will identify suitable organisations to build collaborations and partnerships with to support and benefit our community.	Potential avenues to form partnerships with organisations and initiatives that support our technical community highlighted.	P1-3	GB		
S5	Embed the Technician Commitment into: i) Department/School and College work force planning ¹ ii) Research action plans ensuring risks are identified and solutions planned. Must include: i) Plans for investment in the technical workforce ¹ . ii) Review and improve structures to enable capacity for training and development to be absorbed into staffing levels ¹ .	A diverse, highly skilled and knowledgeable sustainable technical community across the University.	P2-3	TBC		