

University of East Anglia - Technician Commitment Action Plan

Progress in past years (2018-20 years 0 and 1) is included to illustrate the baseline. The (future) Action Plan relates to 20221 and 20222

Theme	2018-20 (0-1)	2021	2022
Visibility Ensure that technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution	<ul style="list-style-type: none"> - Established Technicians' Forum - Institutional-level membership of Higher Education and Technicians Educational Development (HEaTED) - Identify how many Technicians employed 	<ul style="list-style-type: none"> - Further expansion of the Technicians network. Broaden reach of the Forum improving communications throughout the campus, research park and partner organisations. - Create key 'case studies' for a variety of technician roles from different disciplines across the institution. Increasing visibility and contributions of technicians at UEA. Continue to support and promote our technicians network; UEA Technicians Forum and formalise the Technicians Forum Committee - Promote the use of the Proud supporter of / the Technicians Commitment logo (email footer, website, marketing materials) - Create and distribute UEA Technician Commitment lanyards/badges to all technical staff and create Technician Commitment/Technicians Make it Happen at UEA promotion materials - Review Technical staff representation on school, faculty and university decision-making committees/boards relevant to Research, Teaching and People-focused initiatives - Develop and publish our UEA technician definition - Map areas, job titles and reporting lines for all UEA technicians - Review and update Technician Staff profile pages on the UEA website 	<ul style="list-style-type: none"> - Establish a budget to create designated resource to support the Technicians Commitment and UEA Technicians' Forum - Ensure technical staff representation on appropriate committees/boards - Support Technician's participation in external facing events (examples include – Technicians Make it Happen events, Norwich Science Festival, Open days, Royal Norfolk Show, Norfolk Skills Festival) - Annual/Bi-annual Technicians Conference/Day with internal Technician Awards

<p>Recognition Support technicians to gain recognition through professional registration</p>	<ul style="list-style-type: none"> - Faculty/Department funded training available - Centrally funded training available - Support for professional registration 	<ul style="list-style-type: none"> - Promote the policy that supports all employees with professional registrations - Identify internal and external award programmes - list includes Papin prizes, RSC HE Technical Excellence, RSB HE Bioscience Technician of the Year, IoP Technician Award, IET Technician of the Year, Science council CPD Award, Times Higher Education Outstanding Technician of the Year, BPSO Technical Support Awards - Establish an internal and external award nomination process for the above <p>Review and promote technical staff research and teaching contributions</p>	<ul style="list-style-type: none"> - Publish guidance on acknowledging technical staff research contributions - Ensure Environment Statements reference technical staff contributions and value – TEF/REF/KEF - Ensure existing schemes related to Teaching practice are available to appropriate technical staff (HEA policy/DTS/MaHEP) - Promote technical staff participation in learning and teaching where technical expertise provides additional value for students - Encourage technical staff led and co-led research and innovation funding bids where appropriate (internal and external) - Ensure alignment with 2020-25 UEA Plan particularly with regard to Staff Success
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<p>Career Development</p> <p>Enable career progression opportunities for technicians through the provision of clear, documented career pathways</p>	<ul style="list-style-type: none"> - Explore the development of progression grades created in certain posts to enable transition to more senior roles and to develop in house talent within the existing structure and hierarchy. - Progression grades have documented career pathways with investment in training and experience in more senior roles. This includes promotion to a higher grade within the structure once completed. 	<ul style="list-style-type: none"> - Investment in Apprenticeships within technical roles - Investment from the apprenticeship levy: courses/programmes for technicians - Attendance at professional updates and events nationally by several members of TF (the knowledge to be cascaded through Technicians Forum) - Review supporting mechanisms for career development (appraisal and/or annual review processes) Review of current training and development budgets and spending for technical staff across the institution - Communicate and encourage the use of HEaTED membership benefits including participation in the HEaTED Regional Network - Promote CSED training and development opportunities (including Coaching, Mental Health First Aid) - Promote and support mentoring for technicians at UEA 	<ul style="list-style-type: none"> - Review Technicians training and career pathways - Review recruitment activities within technicians departments to create more internal career paths and explore potential secondments to partner institutions - Develop internal and external technical training resources/provisions (CSED, FutureLearn MOOCs and HEaTED) - Develop a secondment/exchange scheme across the University with potential to expand across NRP - Identify and develop funding pathways for technical staff attendance and participation in external career development activities
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<p>Sustainability Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised</p>	<ul style="list-style-type: none"> - Coaching and Mentoring schemes available - Sharing of skills and ideas through mechanisms such as Technicians Forum. 	<ul style="list-style-type: none"> - Provide resource for coordination and implementation of action plan – seconded technical staff opportunity - Identify average length in role and service for technicians and analyse any turnover data held – create objectives to improve based on this data - Create opportunities for technicians to share skills and knowledge - Identify current funding allocations on research grant proposals relevant to technical services and managed facilities - Develop partnerships with technician community across the NRP and region - Identify current technical staff career pathways - Research the benefits of the National Technician Development Centre (NTDC) affiliate partnership with a view to become a partner - Promote formation of technician working groups across the University - Investigate Equality, Diversity and Inclusion (EDI) matters with regard to technicians - Investigate value and suitability of additional grades within the Technical (TC) staff category - Increase awareness of Research and Innovation (RIN) commercialisation and knowledge exchange activities for technical staff 	<ul style="list-style-type: none"> - Devise a strategy with objectives to tackle sustainability issues and start to implement - Explore improvements in costing mechanisms relevant to technical services and managed facilities for research funding - Develop technical staff trainee/apprenticeship schemes - Develop progression/career pathway guidance for the Technical Staff Category - Skills mapping and succession planning - Identify areas to enhance EDI performance - Embed Technician Commitment and development focus in recruitment materials (include appropriate Professional Registration in desirable criteria) - Develop Research and Innovation (RIN) commercialisation and knowledge exchange opportunities for technical staff
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