

Appendix B:

		Activity	Description	Time Scale
Visibility	1	Clear Job Descriptions Across University	Ensure job descriptions are uniform across the university, providing clear visibility of requirements at each grade to help develop skills.	September 2024-September 2025
	2	Technical Representation on Internal Committees	Identify committees and identify if technical representation is present. Ensure technical staff are included in internal committees to represent the technical voice and contribute to decision-making processes where not already in place and relevant to the technical teams.	August 2024- December 2024
	3	Technical Steering Group	A steering group from all grades to represent the technical voice and develop technical networks and opportunities as the action plan evolves.	July 2024- ongoing
	4	Technicians Web Page	A webpage dedicated to celebrating technical teams within the universities and their achievements.	July 2024
	5	Technical Representation in Research	Ensure technical staff are included in research days with staff and students to foster the development of research within the school. To support the LJMU Research and Knowledge Exchange Plan 2030.	July 2025-ongoing
	6	Facilitate Attendance at Internal and External Conferences and Events	Encourage staff to attend and present at external conferences and events to facilitate professional growth. To celebrate the contribution of technical staff to LJMU.	September 2024-September 2025
	7	Promotion of Internal and External Networks	Utilising the web page, teams, and line managers to share knowledge of known internal and external networks relevant to technical teams.	July 2024- ongoing
Recognition	8	Mental Health Champion for Technical Professionals	Address the need for mental health support for technical professionals as recognized by NTDC results.	September 2024- ongoing

	9	Technical Awards	Establish a Technician of the Year category in staff awards. Ensure students and staff are aware of technicians and their eligibility for nomination through student and external awards.	July 2025
	10	Inclusion of Technicians in Publication Policy	Ensure that work by technicians is recognised in publication policies by creating clear guidance.	January 2025- January 2026
Career Development	11	Shadowing	Promote cross-university knowledge exchange by facilitating shadowing opportunities as part of CPD routes to support staff development.	January 2025- January 2026
	12	Technical Development Budget	Establish a personal development training fund specifically for technicians, allowing applications for training courses, conferences, and networking opportunities to be reviewed annually.	July 2024-July 2026
	13	Grant Funding Training	Provide training on grant funding to help technicians apply for external funding for professional development, research, equipment, or conference attendance.	July 2025-July 2026
	14	Research Opportunities	Provide short-term development and research placements (2-4 weeks) for technicians to develop new techniques and skills.	August 2024-July 2026
	15	Expansion of Job Families	Ensure job descriptions are standardised across the university, clearly outlining the requirements at each grade to support skill development as part of succession planning.	September 2025-July 2026
	16	Professional Registration	Encourage technicians to pursue professional registration.	September 2024- September 2026
Sustainability	17	Utilizing NTDC Survey Results	Use NTDC survey results to ensure the development of staff, particularly in areas where skills are identified as at risk.	July 2024- July 2025
	18	T-Levels and Apprenticeships	Review apprenticeships and T-Levels and trainee programs with a view to develop new entry routes into the technical profession within LJMU.	October 2024- October 2025

	19	Knowledge Exchange Sessions	Facilitate training by technicians for technicians as part of career development, focusing on the crossover of skills specific to research and teaching at LJMU.	July 2024- July 2025
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