**Annex A – Draft BGS 24-month Action Plan (priority actions in blue)**

|  |  |  |
| --- | --- | --- |
| **Key Areas** | **Talent Commission recommendation** | **Action** |
| **Visibility** | Develop a communications package aimed at technicians that supports a positive research culture and the contributions of technicians | 1. Develop a communication strategy that celebrates the role of technicians at the BGS in collaboration with the BGS Communications team. This will include:  * Launch of the BGS Technician Commitment Action Plan * Publication of the BGS Technician Commitment website * Linking of internal BGS Intranet pages with the BGS external webpages * Engagement through press releases and social media |
| Work to address any equality, diversity and inclusivity considerations for technical workforces through implementation of targeted technician specific initiatives, and/or ensuring inclusion within wider all-staff initiatives, such as those linked to Athena Swan and the Race Equality Charter | 1. Ensure technical workforces are considered and equitably represented in all-staff initiatives such as Athena Swan. This will be done by:  * linking promotion of the TC within BGS with new starters induction training * encouraging participation of technical staff in corporate committees and all staff initiatives such as BGS and UKRI-wide surveys, Athena Swan accreditation |
| Identify routes for, and develop, community building where communities are not well served by existing professional registration opportunities and associations | 1. Identify opportunities available to technicians for professional registration and highlight the benefits.  * Advertise opportunities via internal communications * Support technician specific meetings and networking through existing internal funding mechanisms |
| Ensure that the technical voice is well represented and accessible to internal stakeholders such as HR and research culture teams | 1. Ensure visibility of technical workforce within BGS. Highlight breadth of technical roles to ensure wider awareness and visibility of these roles available at BGS. To do this it is important to:  * review numbers of technicians using BGS’s definition of a technician. This may include exploring self-identification of technical staff during staff appraisals. * reflect breadth of technical roles on the BGS Intranet and provide contact points for staff * encourage technical representation on various BGS and UKRI-wide teams * lunchtime lecture on Technician Commitment |
| Encourage and support events for visibility, outreach and public engagement specifically for and/or including technical staff including showcase events, conferences, public engagement, open days, visits to local schools and colleges, T-level placements (England) and work experience placements | 1. Proactively promote, encourage and monitor involvement of technicians in outreach and engagement activities. This will be achieved through:  * equitable allocation of support for conference attendance * exploring internal and external placements for students and BGS staff * use of BGS Technician Commitment website to ensure information is accessible and visible to all staff |
| Embed recognition for and visibility of technicians into BGS website showcasing the success and contributions of our technical communities + Mechanism for celebrating technician achievements across the organisation | 1. Ensure BGS Technician Commitment webpage is kept up to date, including with current events and contributions of technicians in order to:   - celebrate successes and advertise technical award opportunities  - include technicians in BGS’s video output and other key comms channels |
| Develop internal technician communities | 1. Set up Technician Commitment network and poll for membership across BGS. To include creation of an MS Teams site to promote informal communication and social networking activities/coffee mornings. |
| **Recognition** | Develop an understanding of, and a consistent framework for, the identification of and recognition of contributions of technicians | 1. Review and advertise range of skills and expertise offered by BGS technicians across different disciplines to enable recognition of contribution of technicians. To achieve this we will need to:  * provide a clear definition for a BGS technician including a description of different job families * explore ways to identify BGS technicians e.g. self-identification |
| Review how staff contributions are recognised and rewarded at department and institution level, and whether inclusivity exists across job families | 1. Current UKRI reward scheme is open to all staff and is analysed by staff characteristic and pay band:  * include identification of technical roles to assess inclusivity of reward schemes * review banding of technicians and parity across all reward schemes e.g. in-year bonus |
| Ensure that our Reward Strategy recognises the development of skills and competencies relevant to technical roles | 1. Raise awareness of rewards scheme available to all technical staff via internal Technician Commitment Intranet pages and external webpages  * ensure expectations of technical roles are appropriate and achievable within current reward schemes * engage with UKRI work on technical career pathways in order to develop clear career development and progression for technicians * provide training/drop-in sessions to inform/update line managers and senior leaders on existing reward frameworks and their relevance to technical roles |
| Encourage appropriate inclusion of technical staff as authors, co-authors, or contributors on published papers and presentations, including providing clear guidance for appropriate inclusion at relevant stages, and sharing examples of inclusion within newsletters | 1. Ensure that technical contributions are fairly credited on all written publications (reports, peer review papers etc). This will be achieved through:  * In addition to adoption of CRediT taxonomy for authors, identify other routes for publication and recognition relevant to technicians e.g. publication of datasets in NERC Data Centre with technicians as primary authors, incorporation of ‘contributor’ field in corporate databases to record contributions of technicians to outputs |
| **Career Development** | Signpost professional development opportunities to technicians aligned to career pathways | 1. Create clear presentation of career pathways examples for technicians, researchers, managers and work to remove barriers – perceived or real – to career development opportunities for technical staff:  * encourage staff-led promotion case clinic between technical (and all) staff to highlight how technical role outputs align with corporate strategy * monitor technician representation on all promotion panels * ensure line managers understand the relevance of technical roles to BGS work and how they align with BGS strategy. * increase networking opportunities for technicians both within BGS and with other organisations |
| Organisation communicates the opportunity to become professionally registered to technical staff (Science Council, Engineering Council, BCS). Conferment of the organisational level Science Council Employer Champion award in recognition in recognition of the support given to technical staff to gain professional registration and engage in continued professional development | 1. Gather evidence of how professional registration can be linked to career development opportunities. Advertise opportunities for professional registration and membership.  * organise workshops with relevant bodies to inform staff of opportunities. * explore achieving ‘Employer Champion’ status with Science Council and other relevant bodies * advertise opportunities on BGS Intranet pages and via other communications |
| Technician specific professional career paths/frameworks which clearly document progression opportunities | 1. Identify and remove barriers to accessing existing progression pathways:  * refresh career development aspect of BGS staff appraisal process, both short term (1 year) and longer term (3 years+, progression plan) * promote longer term career discussions between line managers and technical staff to enable technicians to identify development opportunities |
| Identify secondment/placement programmes for technical staff to develop new skills | 1. Enable space and time (and resources) for technicians to engage in secondments and placements in order to develop new skills:  * appraisal conversations to include CPD opportunities * maximise use of Apprenticeship Levy to train and upskill existing staff |
| **Sustainability** | Take a strategic approach to sustainability of technical skills, careers, and appropriate succession planning through horizon scanning and identifying current and potential future skills gaps | 1. Regularly review and monitor range of technical skills across different job families to identify any skills gaps and engage in succession planning across all technical roles. For example, engage with the BGS Laboratories Review (2023) to ensure sustainable career pathways are captured alongside infrastructure priorities as integral to the delivery of the current BGS strategy and beyond. |
| Support and/or deliver the collection, reporting, tracking and analysis of data on employer and sector-wide technical workforces | 1. Engage in workforce planning for technical workforce by promoting discussions between line managers and staff during appraisal to identify skills needed to bridge skills gaps within departments. |
| Support the development and implementation of a new, simple, and fit-for-purpose classification for technical roles in higher education, research and innovation at all levels, such as by creating a new job family specifically for technical roles, separate from academic, administrative, or any other job family | 1. Assess if BGS can capture staff roles/job families in central Oracle Fusion SHARP system so that reporting and tracking of data is enabled. |