

Falmouth University Technician Commitment Action Plan

Dec-19		v2		TFMS = Technical & Facilities Manager				
Visibility	Ref.	Action/objective	Rationale	How delivered	Owner	Responsible	Key dates	Progress and future actions
	1	Review appropriate Professional Registration schemes, such as the Institute of Science Technicians (IST) Arts Registration scheme.	Provide a platform and process for comparable and consistent professional recognition for technical staff across the university sector.	Process of consultation through focus groups and a paper examining costs and process of implementation.	Charles Marson, Head of Employee Relations and HR Business Partnering	Clare Manser - Learning and Development Advisor	1 July 2020	Decision made over costs and impact for technical staff and the wider university
	2	Investigate the wider inclusion of technical staff on more formal university groups and committees, such as a technical member upon academic board.	Include the technical voice as part of the review and enhancement processes of university operation.	Liaise with VCs office and Quality & Enhancement Department to propose a change to the memberships.	Alastair Osborn Head of Quality Assurance and Enhancement	Debra Clarke, Project Coordinator VC's Office and Robyn Wyatt, Committee Business Manager Vice-Chancellor's Office	1 July 2020	
	3	Introduce tours of technical resource areas as part of inductions for all new staff.	To ensure a wider understanding of the university for all new staff whatever their role.	Modify the induction plan, process, and checklist.	Charles Marson, Head of Employee Relations and HR Business Partnering	Clare Manser - Learning and Development Advisor	1 February 2020	
	4	Develop the University CV to include technical staff. A directory of potential contributors/collaborators to research & innovation projects that formally recognises technical skills.	There is a need to showcase technical skills in order to ensure wider transdisciplinary research & innovation potential and involve technical staff within existing	Work with the team on the current review of the UCV.	Andy Harbert, TFM	Andy Harbert, TFM	1 July 2020	
	5	Develop clearer external projection of technical staff, facilities, and associated stories on the website.	To provide a very public showcase of our expertise and resources.	Work with TFMs and web content team to develop.	Anna Brown - Head of Communications	Katie Murphy	1 June 2020	
	6	Include technical staff within the graduation ceremony in recognition of the contribution they make to the student experience.	The inclusion of a selection of technical staff as part of the platform party at graduation will provide a visible statement of their contribution to the student journey.	Discuss with VC's Office and Corporate Events to see if this is logistically feasible.	Lorna Sullivan - Corporate Events Manager	Lorna Sullivan - Corporate Events Manager	1 February 2020	
Career Development	Ref.	Action/objective	Rationale	How delivered	Owner	Responsible	Key dates	Progress and future actions

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Enable career progression opportunities for technicians through the provision of clear, documented career pathways	Dec-19	v2	TFMS = Technical & Facilities Manager					
	7	Review technical contributions to the Teaching Excellence Framework (TEF) submissions and Research Excellence Framework (REF) and investigate methods for inclusion and recognition.	To ensure the university is making the most of its core assets, its staff, and where relevant recognise their contribution to key national performance evaluation schemes.	Form a group to evaluate whether this is feasible and practicable, and the mechanism by which this data can be identified and captured.	Prof. Alan Murray	Debra Clarke, Project Coordinator VC's Office and Mhairi Ambler - Research and Development Projects Officer		
	8	Review the staff development programme for technical staff.	To ensure that the resources are in place to provide a meaningful development programme for individuals as well as the roles .	Assess the current programme and review through a panel of technical staff, HR, and Finance colleagues.	Andy Harbert, TFM	Clare Manser - Learning and Development Advisor		
	9	Develop the grade 6 Technical Tutor role, particularly the progression to Technical & Facilities Manager.	There is a gap within the technical grades which precludes internal candidate progression to technical management.	Extend the current pilot within AMATA to other areas, subject to need and funding.	TFMs	Cath Pope - HR Business Partner		
	10	Develop a peer support and training model for technical staff.	To support new employees, or existing employees with progression and career development.	Work with HR to develop a mechanism for formal peer networks outside of the existing staff development systems.	Andy Harbert, TFM	Clare Manser - Learning and Development Advisor		
	11	Investigate the possibility of an application process for technical research time.	Recognise that technical staff also have Higher Research Degrees and an contribute and lead Research projects.	Work with the Director of Research to assess feasibility.	Prof. David Prior, Director of Research	Mhairi Ambler - Research and Development Projects Officer		
Sustainability Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised	12	Due to the geographical isolation of Cornwall, develop a structure for technical exchanges with partner institutions within the UK and further afield.	To help promote awareness of other methods of technical delivery and skill base, whilst providing a platform for critical reflection of what we do and how we do it.	Review the existing staff exchange schemes and look at pilot exchanges to assess feasibility.	TFMs	TFMs	1 September 2020	
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	13	Investigate use of the Apprenticeship Levy to held develop paths in to technical careers. Potentially include employment after for a fixed term.	To provide a process by which staff progression can be supported and there is a route for more technically focused local students to develop a career within the technical fields.	Form a working group across HR and technical staff to review and develop a process by which the university can pilot a technical apprenticeship role.	Charles Marson, Head of Employee Relations and HR Business Partnering	Clare Manser - Learning and Development Advisor	1 September 2020	
	14	Involve technicians more in curriculum development and teaching and learning strategies as well as planning.	To ensure that the curriculum incorporates meaningful technical components in order to support transdisciplinary and student experience.	Review the process by which course development teams are formulated and composed.	DVC Academic	Alastair Osborn Head of Quality Assurance and Enhancement	1 July 2020	

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	15	Formalise monthly Friday morning closures across all areas to ensure collaborative technical workshops and development.	To ensure there can be technical team meetings with all in attendance to disseminate key information and allow ongoing training.	Include these as conditions within the timetabling process.	TFMs	Timetabling	1 January 2020	
Evaluating Impact		Ref.	Action/objective	Rationale	How delivered	Owner	Responsible	Key dates
Regularly assess the impact of actions taken in support of the commitment to ensure their effectiveness		16	Schedule an annual review date at the end of the core undergraduate year, in June, to evaluate progress and collate and review the impact of the annual actions.	To ensure the project meets the expectations of the Technical Commitment and the University.	Online review form, team sessions, overall tech staff event.	HR, TFMs	Andy Harbert, TFM & Charles Marson, Head of Employee Relations and HR Business Partnering	1 July 2020
	17	Establish a process whereby staff can make recommendations for the next stage of the Technician Commitment.	In order to develop the next stages from grass roots level, we need to be open to suggestions all year round.	Establish a University email address - techcommit@falmouth.ac.uk accessed by the development team.	HR, TFMs	Andy Harbert, TFM & Charles Marson, Head of Employee Relations and HR Business Partnering	15 January 2020	

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