

Technician Commitment Initiative Action Plan October 2018

	Action	Notes	Timescale	
<p>VISIBILITY</p> <p><i>Ensure that all technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution</i></p>	1	Create a Technician web page.	A dedicated page to include information about current activities, development opportunities, technician photos and stories.	6-12 months
	2	Create an in-house technical staff directory/database.	Provide an option via the webpage to register and identify skills to enable skill-sharing across the university. Technicians and other staff would have internal points of contact if problems arise.	6-12 months
	3	Encourage the involvement of technicians in public engagement projects/activities.	This would highlight the science and engineering behind the research	1-2 years
	4	Recommend that the visibility of professional support teams is maintained on School/Unit and other relevant web pages.	To ensure that technical staff are easily identifiable online.	6-12 months
	5	Provide an annual technical staff awayday.	To build a sense of community and sharing information.	1-2 years
	6	Identify all staff performing technical roles who are not in the Technical and Experimental job family.	To ensure that all appropriate staff are included in communications about opportunities.	1-2 years

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<p>RECOGNITION</p> <p><i>Support technicians to gain recognition through professional registration</i></p>	1	Continued membership of HEaTED. (Higher Education and Technician's Educational Development).	Add link to the HEaTED site to the Technician Web Page.	6-12 months
	2	Provide support for those who wish to apply for professional registration.	Including access to information and supporting workshops.	6-12 months
	3	Invite technicians to discuss university strategy.	A group of technicians will be invited to meet with the Director of Strategy & Policy.	0-6 months
	4	Develop a clear code of practice for acknowledgement of technician contributions to publications.	Ensure that work done by technical staff is recognised in publications, posters, talks etc.	1-2 years
	5	Investigate an internal award scheme and identify and publicise external awards for technicians. Encourage managers to nominate appropriate staff.	By publicising information about the awards, this will increase recognition of excellent work done by technical staff.	6-12 months

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<p>CAREER DEVELOPMENT</p> <p><i>Enable career progression opportunities for technicians through the provision of clear, documented career pathways</i></p>	1	Create a Technician Learning Community.	Events and opportunities to be published on the technician web page	6-12 months
	2	Provide access to industry-standard and specialist training including practical skills eg joinery/electrical.	The Technician Web Page will provide a space to highlight suitable training.	6-12 months
	3	Provide a learning fund specifically for technical staff. Encourage grant applicants to include a training budget for new capital equipment.	Technicians use highly specialised skills so access to training requires separate funding from that for other professional staff.	6-12 months
	4	Request a review of the technical and experimental job family architecture and definition within the HERA framework.	To ensure that the technical staff specialist skills are acknowledged.	1-2 years
	5	Work towards clearer career pathways for all professional staff with the Vice-Principal (Governance).	Encourage managers to discuss career and opportunities for progression in technical and/or other roles within School/Unit/University.	1-2 years
	6	Ensure managers enable technicians to attend appropriate development events.	Developing staff is discussed in several in-house management training events. This will be explicitly covered in the new RDS Review for Professional Staff course starting in November 2018.	6-12 months
	7	Build relationships with other Scottish Universities to provide cross-institution development opportunities for technicians.	There is potential for shared activities and events in the sector and to increase the network of contacts.	6-12 months
	8	CAPOD to create technician-specific training, and promote existing development opportunities, including the Passports to Research Futures and Management Excellence and those offered by HEaTED.	Specific promotion to be targeted to those in technical roles to ensure awareness of opportunities.	0-6 months

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<p>SUSTAINABILITY</p> <p><i>Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised</i></p>	1	Promote shadowing/secondment via the University's secondment policy both internally and with external institutions. To include cross-training between departments for generic tasks.	Improve transfer of technical knowledge and skills, and provide funding for learning material (i.e. books) and training courses.	6-12 months
	2	Conduct a feasibility study for a university wide apprentice technician programme.	To build on existing schemes.	1-2 years
	3	Encourage managers to have an early discussion with HR about recruiting new staff before experienced staff retire, in line with the HR ED&I Inclusive Recruitment Guide.	To maintain continuity in skills and knowledge.	6-12 months
	4	Principal's Office sponsorship of the Technician Commitment Initiative.	Continued sponsorship from Vice-Principal (Research & Innovation), working closely with Vice-Principal (Governance).	ongoing
	5	Appoint a Technical Lead for the Technician Commitment.	Role may be a one day a week secondment to support the implementation of the action plan, and to provide a career development opportunity.	12-18 months

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EVALUATING IMPACT <i>Regularly assess the impact of actions taken in support of the commitment to ensure their effectiveness</i>	1	Review of progress to be conducted and communicated every 6 months.	Updates to be published on the Technician Web Page and advertised In The Loop.	ongoing
	2	HR to track career progress of the technical workforce and to provide annual demographics to include data by grades, gender and other protected characteristics possible in line with data protection compliance.	Statistical reports including recruitment trends in the technical workforce.	1-2 years
	3	Monitor technician participation in events, professional registration etc.	CAPOD to track participation.	ongoing
	4	Technician Commitment Engagement Group to meet each semester for update and continued development of the initiative.	CAPOD will continue to facilitate these meetings.	ongoing
	5	Evaluate the engagement of the Technician web page.	Continue to adapt content as appropriate.	ongoing
	6	Technical staff responses in the Staff Survey.	To track changes in responses over time.	1-2 years

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