

HR EXCELLENCE IN RESEARCH ACTION PLAN 2016-2018

2016-18 FUTURE ACTIONS	SUCCESS MEASURES	LEAD	DEADLINE	CLAUSES
Review processes for tracking Researchers on short-medium term contracts in order to support continuity of employment and make necessary improvements.	Processes reviewed. 100% success rate in tracking the status of researchers on short/medium contracts and action being taken at the appropriate time.	Deputy Head of HR Business Solutions	Review completed March 2016 By end 2017	2.2
Evaluation and review of Framework to Support Academic Practice and Excellence	Evaluation and review completed. Data gathered on the implementation of the Framework. Necessary changes and improvements made.	Associate HR Director	February 2017 December 2017	2.3, 5.6
Review local (Faculty) implementation arrangements for the provision of 'bridging' funding to allow and support the movement of researchers on short-medium term contracts from one research project to another. Put in place actions to ensure a consistently positive and systematic approach to this process.	Review completed. Process and provision of bridging funding is consistently applied.	Head of Research working with Associate Deans for Research	Review completed by April 2016. Necessary actions implemented by end of Summer term 2016.	2.4
Develop research mentoring schemes institutionally targeted at groups such as mid-career researchers, women researchers and other groups	Mentoring schemes implemented. Mentoring schemes model best practice. Positive feedback from researchers. 100 mentoring pairs established	OD & Training Manager	May 2016 December 2017	2.6, 3.14

Provide Coaching and Mentor training	All Professors trained in coaching and mentoring. 25% increase in the number of Research staff and students who access to coaching and mentoring	OD & Training Manager	September 2016 By December 2017	3.7, 3.14
Development of a work-shadowing programme for ECRs.	Programme implemented. Positive feedback from ECRs 12 work shadowing opportunities offered in first year	Head of Research	September 2016 September 2017	3.1, 3.4, 3.8, 3.10, 5.5
Develop promotion workshops to help aspiring future senior Researchers prepare for interview and assessment during the annual calls for progression	Increased number of suitable applications to Professoriate Committee. Improved quality of applications and better self-selection demonstrated by application to success ratio	Director of RKE and Associate HR Director, Valuing and Engaging People	In line with Professoriate Committee dates 2016 and 2017	3.10
Career stories of more senior research staff to be utilised on the Career Pathways web page as a career development resource	At least two career stories added. Research staff are aware of career paths taken by more senior staff. Junior researchers have better awareness of possible routes to progression.	HR Project Officer	February 2016	3.2, 3.3
Development of RKE induction podcast	Podcast available from University's On-boarding webpage. Positive feedback on induction from research staff.	OD & Training Officer with RKE Office	March 2016	3.6
Research staff to be encouraged and enabled to attend committees. This links to an Athena SWAN Action to review processes for committee membership and promote access e.g. by self-nomination, shadowing deputies)	Better representation of research staff on committees and groups. Better understanding of University processes amongst research staff. Increased influence of the Researcher voice. 10% increase in opportunities to attend committees	Director of RKE working with Governance and Secretariat and the Deans of faculty	May 2016 December 2017	3.13, 5.5

Evaluation of the KIT arrangements and introduction of monitoring of KIT	University Executive promote the use of KITs in their areas Improved experience for women returning to work after maternity leave 100% recording of KIT days in MyHR	E&D Manager and HR BPs. UEG	March 2016 December 2017	6.3, 6.4
Issue manager guidance on KIT for women on maternity leave (Athena SWAN action)	Improved experience of return to work for women on maternity leave	E&D Manager	April 2016	6.3, 6.4
Expand membership of the Implementation Group to include a 'diagonal slice' of research staff from across the University, from Contract Researcher to Professor, and at least one representative from an Athena SWAN self-assessment team.	New membership implemented. Better informed actions as a result of increased representation of the views of research staff	Associate HR Director	February 2016	3.13
Conduct CROS.	Institution takes part in CROS 60% engagement achieved Survey results used to inform future activity	OD & Training Manager	1 March 2017	2.6,3.2,3.4,3.5
Develop a research programme that provides transferable skills training in research and entrepreneurship as well as career development advice	Programme developed 12 researchers on short/medium contracts take part in first programme	OD and Training Manager and Head of Research	Programme developed by June 2016 for introduction in 2016 Autumn Term	3.1, 3.3,
Develop a strategy for nurturing ECRs post REF 2014	Strategy implemented.	Impact and Engagement Manager	Strategy developed by February 2016	

Membership of the Steering Group to include at least one researcher representative from a faculty Athena SWAN Self Assessment Team	Membership extended. Improved outcomes as a result of broader membership	Associate HR Director	January 2016	3.13
The Institutional Athena SWAN submission and action plan explicitly address clause 6.3	Actions taken to address disincentives and barriers are set out in the Athena SWAN renewal submission	Associate HR Director	April 2016	6.3