

University of Bath Technician Commitment 36-month Action Plan

	Actions Blue (established activities to be developed/ maintained) Amber (activities in progress carried over from the 24-month plan)	Comments	Evidence of Impact/ Measurables
1	Finalise and launch webpages for technical staff.	Initial Technical Webpage layout/ suggested content has been put together and logistical issues with regard to webpage set-up have been resolved. The Project Manager (University of Bath Research) has been in discussions with our DDaT Team (Digital, Data and Technology) about webpage support and has agreed to allocate DDaT time for this action.	<ul style="list-style-type: none"> Staff will have access to webpages. Staff will be directed to the webpages as a technical resource. Webpages will be on technical team e-signatures to promote technical team visibility. Analysis of web statistics will evidence usage patterns.
2	Continue to promote our technical service, as per the communications plan developed as part of the Technical Progression Project.	This action is ongoing after forming part of the 24-month action plan. Continue to highlight technical staff contributions and perspectives in Research Culture initiatives, playing to a Team Research approach as emphasised by the BEIS R&D People and Culture Strategy.	<ul style="list-style-type: none"> Changes in structure, staffing and support are regularly relayed to key stakeholders. The nature of support requests we are receiving demonstrate that the responsibilities of technical teams are better understood.
3	Annual technical conference.	Our first annual conference was in 2019. Our second annual technical conference (2020) was put on hold due to the pandemic and is scheduled for 2023 (government guidance permitting).	<ul style="list-style-type: none"> Promoting the event at a University of Bath and Departmental level encouraged good attendance and created the opportunity to promote the work of technical staff and for networking.
4	Our 'Technical Working Charter' is a working agreement that was drafted as part of the Technical Progression Project. The charter sets expectations between technical teams and staff and will be consulted on, finalised and implemented.	This action is ongoing after forming part of the 24-month action plan. The working charter will be regularly reviewed.	<ul style="list-style-type: none"> A trial was run in FoS and after consultation, a proposed charter gained commitment from technical staff, academic staff, HoDs and Deans. The charter will be on the Technical Webpages and will be promoted as part of the communication plan (Action 2). The charter will be circulated by appropriate leads.
5	Work with the Comms team to improve the capture of technical staff on University of Bath-wide email lists.	This action is ongoing after being included in the 24-month action plan. Departmental and faculty email lists feed into a University of Bath level email list [technicians@lists.bath.ac.uk]. Technical leads will ensure lists are kept up to date.	<ul style="list-style-type: none"> All technical staff can be reached collectively at this list, which is used by technical leadership staff in order to communicate at a strategic level. Ensure that appropriate technical staff are included on relevant teaching and research communications. Work to get away from job family and

			Departmental silos determining information flow (especially with Team Research approaches, and staff working across job family and discipline boundaries).
6	Promote the policy for acknowledgement in research publications and ensure that the policy is embedded in the grant approvals process.	<p>The policy for acknowledgement in research publications was reviewed as part of the 24-month plan, to ensure consistency and fair attribution across the institution. The policy will be regularly reviewed.</p> <p>https://www.bath.ac.uk/publications/acknowledgement-guidelines-for-technical-staff/</p> <p>This action will be expanded to include embedding the CRediT principles in our publication policies. https://credit.niso.org/implementing-credit/.</p> <p>Engage with SMT to identify mechanisms to ensure enforcement of this action.</p>	<ul style="list-style-type: none"> Technical teams and academic staff will continue to be made aware of the policy. The policy is shared on University of Bath webpages and in correspondence. The policy will be shared on technical webpages. Contributions will be recognised at technical events. Technical staff are recognised and acknowledged appropriately for their contribution/support.
7	Technical Representation: <ul style="list-style-type: none"> Technical staff will be represented at a Departmental and University of Bath level on relevant committees. 	This action is ongoing after forming part of the 24-month action plan.	<ul style="list-style-type: none"> Technical issues are a regular agenda item at Departmental Executive Committees and at Departmental staff meetings. Technical staff are represented on a range of committees and working groups, as evidence by audit feedback.
8	Ensure that there is a standardised technical staff induction process.	This action is ongoing after forming part of the 24-month action plan. Links to technical staff inductions will be available for technical staff on the upcoming staff webpages.	<ul style="list-style-type: none"> All new staff are given a faculty/facility specific induction. Information about University of Bath level inductions is available on the University of Bath website.
9	Improve support for, and communication with, technical staff outside of core faculty teams by establishing management links with senior technical staff. (e.g. grant funded technicians reporting to PIs will be line managed by Faculty Technical Managers).	This action is ongoing after forming part of the 24-month action plan. Ensure proposed technical staff costings are written into grant applications and that senior technical staff are consulted to ensure that the wider implications for technical teams are considered.	<ul style="list-style-type: none"> All technical staff receive relevant communications, in particular with regard to Technician Commitment and CPD. HR/ administrative teams will ensure that senior technical staff are involved at the recruitment stage where research-group associated technical staff are concerned.
10	Award Schemes: Promote existing internal and external award opportunities for technical staff.	This action is ongoing after forming part of the 24-month action plan.	<ul style="list-style-type: none"> Technical staff were nominated for award opportunities. Recognising Excellence Scheme has been developed to include further categories, that will allow for more opportunities to put Technical Staff forward.

11	Promote professional registration and achieve Employer Champion status.	This action is ongoing after forming part of our 24-month Action Plan. Evaluating the benefits of a range of chartered memberships and possible funding routes for these will be an extension of this action, with a focus on considering experience equivalent to qualifications.	<ul style="list-style-type: none"> Many technical staff have registered with professional bodies.
12	Technical Leaders Network programme.	This action is ongoing after forming part of the 24-month action plan.	<ul style="list-style-type: none"> Before the pandemic the Technical Leaders Network met formally and informally to discuss a range of issues and to offer advice, support and to share examples of good practice. Feedback from the group was overwhelmingly positive about its benefit.
13	Career framework will be approved by UEB, adopted and communicated.	Much work has been carried out with regard to this action as it formed part of our 24-month Action Plan. Progression/ promotion process to be explored as per the TALENT report recommendations.	<ul style="list-style-type: none"> Technical staff will be able to identify where they sit within the career framework and will be able to use it as a reference for career development/ planning.
14	Finalise and publish standardised job descriptions	This action is complete for G2-G7 and higher-grade JDs will be finalised. Once finalised, the review of JDs will be ongoing.	<ul style="list-style-type: none"> Standardised JDs (G2-7) are being used in recruitment and SDPRs. Their use has standardised the recruitment process. Standardised higher grade JDs will be introduced and used in recruitment. Higher-grade JDs will be approved by HERA and adopted. These will be published on technical webpages.
15	Recruitment – review success of changes to adverts and JDs	This action is ongoing after being included in the 24-month action plan and we have ongoing HR support for this action.	<ul style="list-style-type: none"> The recruitment process has been enhanced by interacting with social media Staff turnover is low in technical teams.
16	Skills audit(s) to be carried out to map existing in-house practical skills.	Practical skills will be the focus of this action plan. Evaluating the key areas a practical skills programme would cover, in order to share and develop technical expertise at a University of Bath and GW4 level, will ensure a sustainable technical service.	<ul style="list-style-type: none"> There is a wealth of easily available information/ training provision available to staff on the University of Bath Staff Development pages for enhancing skills. Mapping practical skills will allow technical leads to contingency plan and have access to in-house training resources. Regional collaboration (GW4).
17	Investigate opportunities to enhance technical engagement with widening participation/outreach	This action is ongoing after being included in the 24-month action plan.	<ul style="list-style-type: none"> Technical staff are strongly represented in WP and Outreach activities. Senior technical staff are consulted with regard to WP and Outreach activities.

18	Consult on and develop a fit-for-purpose technical SDPR process.		<ul style="list-style-type: none"> A fit for purpose SDPR process will be investigated.
19	Promote and develop the range of CPD activities available to technical staff to ensure development needs are met.	This action is ongoing after being included in the 24-month action plan. Throughout the pandemic CPD activities were widely communicated. With restrictions easing a Practical Skills Programme is planned for the future (in conjunction with Action 16).	<ul style="list-style-type: none"> Effective Risk Assessment Course is through the pilot stage and will be available on the technical webpages. Continue to promote staff development opportunities. Align practical skills audits with CPD development.
20	Ensure wellbeing provision and resources are communicated to technical staff.	This action is ongoing after being included in the 24-month action plan.	<ul style="list-style-type: none"> Wellbeing is a focus at the University of Bath across all staff groups. Regular updates on wellbeing resources are communicated. A wellbeing survey will be run for technical staff.
21	Identify and recognise key groups who support technical staff at a service level.	To promote understanding at a University of Bath level of how technical services interact with other professional service providers such as Human Resources, Finance, Estates, Portering and Administerial teams. To communicate who they are, the work that they do and the interaction they have with technical teams. To ensure strong links with their key representatives.	<ul style="list-style-type: none"> Communicate information on Technical Webpages and via technical mailing lists. Ensure links with technical services are embedded in service provision processes.
22	Focus on identifying a sustainable technical services support for the future.	Look at staffing levels in relation to current and future support requirements. Consider technical expertise and skills with regard to future demands and emerging technologies.	<ul style="list-style-type: none"> Technical service resource planning to ensure that service provision is fit for purpose. Put personal development plans in place with the option to use career coaching (populated by Action 16 skills audit data). Consider apprentice posts where appropriate to grow our own talent.
	Evaluate the effectiveness of the above actions for both technical staff and service users	Ongoing	<ul style="list-style-type: none"> Technical staff have opportunities to give feedback regarding their roles, their teams and the Technician Commitment through one-to-ones, SDPRs, focus groups and 'Town Hall' forums, event feedback and staff surveys. Technician Commitment Steering Group will regularly review progress against the actions.