

University of Plymouth		Technician Commitment		Action Plan		Aug-17			
The 5 Commitments									
Visibility		Action		Comments		Progress and next steps		Start	End
<i>Ensure that all technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution</i>	Develop a clear understanding of the definition of a technician across the university		Clarify role of "technicians" within both Faculties & Directorates to ensure the correct staff are in scope. If we include student-facing in the definition, this will likely exclude staff in the Directorates eg AV Technicians		AK to review definitions in use in other institutions via HE technical networks and supporting organisations eg IST. UEG approval required.		Jan-18	Jun-18	
	Maintain HEATED membership (in HR budgets) and maximise visibility to make staff aware of membership benefits		Link to the HEATED site from suitable TC and HR pages. Membership predates 2010 and AK is the University Contact.		2017-18 £1575 Provides access to HEATED conferences, Regional Networking Events, Course Programme, On-line technical groups, CPD resources.		Dec-17	Complete	
	Ensure staff use HEATED to support own development		Link to the HEATED site from suitable TC and HR pages. Establish Resource Area		AK to order document display rack for locating in FoSE Reception. Temporarily held in AK office.		Feb-18	Jul-18	
	Raise profile of Technicians by including their personal profiles on the website along with academic staff		Add technicians to internal school pages. Identify technical staff whose profiles could be added to TC pages (and School external pages) - focus on those who have achieved professional registration.		AK to negotiate web locations with External Relations and identify individuals who we can profile. UEG approval required and regular updating.		Feb-18	Jun-18	
	Ensure the contribution of Technicians is recognised in the University Business Plan/Faculty Plans by highlighting University support for the Technician Commitment and disseminating		Include statement in next faculty business plans which demonstrates how the TC will be met		Highlight during university business planning review period. In place in FoSE but roll out to other faculties.		Jan-18	May-18	
Recognition		Action				Start	End		
<i>Support technicians to gain recognition through professional registration</i>	Consider how to recognise those technicians who gain professional registration		Increase professional registration: Encourage and support Technicians to consider and apply for professional registration by offering funding for year 1 registration fees in 2018/19; use reward scheme. Letter from VC. Presentation of award by VC. Ensure visibility of registered technicians.		UEG/VC to consider.		2017 PDR	Sep-18	
	Develop clear policy statement and guidance regarding the acknowledgement of the contribution from technical staff to publications		Establish criteria meriting (a) technical acknowledgement and (b) co-authorship. Andrew Kent to discuss with DVC (R&E).		AK to draft guidance with input from Associate Dean Research (FoSE) and DVC Research		Jun-18	Sep-18	
	Ensure technicians are included and represented in the Annual Reward Scheme		AK invited to submit technical nominations into faculty process and attends scrutiny meeting		HR to check that the reward scheme is open to technicians in all faculties		Oct-17	Oct-18	
	Identify external awards for technical staff and publicise		Eg Pappin prize		Publicise on Technicians Teamsite		Feb-18	Jan-19	
	STAR awards		Ensure that Technicians recognised via the UPSU STAR awards are publicised		Occurs but further acknowledgement possible via Technicians Teamsite		Feb-18	Jan-19	
	VC awards		Ensure that Technicians recognised via the VC awards (initiative yet to be announced) are publicised				May-18	Jan-19	
Career Development		Action				Start	End		
<i>Enable career progression opportunities for technicians through the provision of clear, documented career pathways</i>	Agree the architecture for technical staff and the generic job titles within. Adopt nomenclature and role out across areas. Ensure compatibility with HERA role profiles		We have a mix of Technicians at various grades (3 x grade 2; 10 grade 3; 26 grade 4; 61 grade 5; 35 grade 6; 31 grade 7; 2 Grade 8; 9 SPOT / other) . FoSE has an established technical architecture and is using a set of generic job titles. Are these applicable across the University. They are similar to those recommended within the TDM project		Andrew to supply FoSE and TDM project info to inform how we might proceed. Present to technical staff for discussion at TC Conference before adoption.		Jan-18	Sep-18	
	Identify technicians engaged in teaching support and encourage to obtain HEA Associate Fellowship (AFHEA)		Most technical staff engaged in teaching support are demonstrating and should obtain Associate Fellowship. A minority of technical staff may have a more overt teaching role (Eg Technical Instructors) and should consider Fellowship via PGCAP.		HESA return data has already identified a corporate advantage in teaching staff holding these qualifications. Hence, technical staff have been undertaking this training since 2016. Obtain status report to monitor across all faculties.		2017 PDR	Sep-18	
	Look to expand the course provision for HEATED and consider how we can encourage our own Technicians to provide courses to HEATED members in the South West region		Use PDR conversations to identify those who potentially have courses to offer and would like to be involved in provide sessions and expertise to HEATED. Route an viable income via UoPEL.		Compile list of identified courses and liaise with HEATED. Action for TC conference.		2017 PDR	Sep-18	
	Support our engagement and support for the HEATED SW Regional Network.		AK is the SW Region Coordinator. UoP has been instrumental in re-establishing this group, hosts Steering Group meetings and some of the events		Steering Group meeting 5/2/18 at the Marine Station. 7 SW universities represented. Next networking event June 2018		2017	On-going	
	Widen the use of Personal Learning Accounts to support Personal Development		Ensure PLAs (in addition to internal course attendance) can accommodate external course/conference attendance and qualifications achieved. Provide facility to run reports.		Publicise and promote use to technical managers in all Faculties		Jan-18	PDR 2018	
	Support specialised Continuing Professional Development		Develop a training menu and policy linked to professional registration which reinforces options to develop further in the role and how there development actions can and should be funded from Faculty budgets		Introduce CPD log template		Jun-18	Jan-19	
	Set up a Career Development Page for Technicians		Either within TC or HR pages -aimed at All Technicians to show all relevant info including links/support materials (it will cover all the actions we are making as part of the Technician Commitment and list all Technical Mgrs across the Faculties)		Include on Technicians Teamsite - links to key HR pages and information to enable ease of access and development preparation. CH to work with colleagues in HR to ensure links and information available.		Jun-18	Jan-19	
	Clarify options for career progression and ensure a clear succession plan is in place for the Technician structure.		We will build a career pathway that will enable Technicians to consider professional development and career progression both internally and externally. Promotions will be based on available positions (as per current process, i.e. no automatic promotion). Provide guidance on triggers for regrading of posts, succession planning, mentoring etc.		Publish links on Technicians teamsite to appropriate HR pages / info. No new process - BAU advice and process for restructuring		Sep-18	Jan-19	
Review and consider use of HEATED toolkit (CATTS) to underpin PDR and help Technicians formulate a career development plan		Review suitability before purchase. Compare with other schemes, eg TDM project		£250 + VAT. UEG approval required.		Feb-18	Jun-18		
Sustainability		Action				Start	End		
<i>Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised</i>	Identify Executive lead to Sponsor the Technician Commitment		Kevin Jones , ED (FoS&E) agreed to be sponsor		Continued sponsorship		Jul-17	Complete Aug 17	
	Deliver a Technicians Conference for all technical staff in Summer 2018 focusing on the TC		Opened by VC. Presentations in the morning and some group working on hot issues to support delivery of uni strategy and to understand/reinforce appreciation of role of technicians to contribute to our success. Afternoon is focussed on group exercises to help improve personal development and team performance.		UEG to approve funding. Events to organise (Andrew Kent has started conversations with the events team).		Jun-18	Sep-18	
	Support national initiative to provide an Arts Register to facilitate professional registration for Arts technicians		Through HEATED and SW Steering Group Richard Wood is our NNATS representative and already inputting into discussions led by the IST		Continue to support RW's attendance at meetings supporting the creation of an Arts Register.		Oct-17	On-going	
	Set up and maintain internal teamsite for technicians		Repository for all technical documents eg publications guidance, architecture		To be set up.		Sep-18	Jan-19	
	Ensure we participate in the Technical Summit 2019 in Birmingham		Consider the Technicians most appropriate to attend.		Identify those who should attend when schedule and date announced		2018	2019	
	Embed TC in Athena Swan		Technicians members of Athena Swan committees in some schools		Assess whether input could be improved, and ensure Technicians are involved in Athena Swan across all Faculties		Oct-17	Sep-19	
	Formalise Trainee Technician/Apprentice Technician scheme		FoSE has employed apprentices in SoE and SoCEM in the past. Currently SoE sponsoring a Trainee (progression from apprenticeship) undertaking a HNC		continued viability and further options to be considered.		2018	2020	
	Consider requirement for TC Technical Lead		Role may be 1 or 2 days per week and aim is to support Institutional Lead on UEG to embed action plan and priorities over next 2 years, supported by HR		To consider TC technical lead role for UoP moving forward.		Mar-18	Jul-18	
Evaluating Impact		Action				Start	End		
<i>Regularly assess the impact of actions taken in support of the commitment to ensure their effectiveness</i>	Develop KPI to understand spend on training /development for Technicians		e.g. training spend per technician per annum (investment per person by grade)		KPIs to be defined following feedback from the Science Council and review of key deliverables		Aug-18	Aug-19	
	Monitor webpage development and level of engagement		Webpage developed and draft information reday for go live.		Andrew to work with comms to be able to monitor usage and contined development		Mar-18	Ongoing	
	Monitor engagement with professional registration, training courses etc.		Review learning logs as part of PDR conversations.		PDR 2018 conversations. Review registration activity to date.		Sep-18	Ongoing	
	Review impact of this plan every year in report to UEG with Technician Feedback as one measure of success		As part of review consider any updates from the Science Council, plus other bodies. Review effectiveness and edit accordingly		Determine optimum annual date for ongoing review.		Sep-18	Ongoing	