

Appendix 1: ICR Technician Commitment Action Plan June 2018 – 2020

2018-2020 ICR Technician Commitment Action Plan			
	Action	Owner(s) and related action plans	Success Measure
1. Visibility			
1a)	Keep an updated list of ICR technical staff to target for all the initiatives related to the Technician Commitment.	RDC	Annually revise the Technician Commitment mailing list to be used for advertisement purposes.
1b)	Improve the SOs visibility on the ICR intranet pages.	RDC SOA	Work closely with the Communications team to ensure that SOs are represented in the intranet pages, in particular in the "In Profile" weekly section. All SO activities and achievements to be reported in the "Notices" section and on the weekly Bulletin.
1c)	Create an SO Photography annual competition.	SOA	Run the first edition of the prize by June 2020.
1d)	SOs subscribed to monthly Public Engagement newsletter. Public Engagement Officer to meet with SO committee to hold discussion on their aims and support needs in Public Engagement. Public engagement data for SOs grades to be presented annually at the SO conference/circulated to SOs annually.	PEO Action plan: ASSSG	Increase participation of SOs in engagement by 10% by 2020.

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2. Recognition			
2a)	Increase professional registration awareness.	RDC	Information on the Science Council professional registration to be shared with all SOs via an internal news article. Support for professional registration application to be offered by the L&OD team and to be advertised in the SO monthly update.
2b)	Raise awareness of external award schemes for SO grades.	RDC	External award schemes advertised in the monthly update and support for applications offered by the L&OD team.
2c)	Increase participation of SOs to the annual ICR Conference.	SOA	Ensure that the opportunity to present at the ICR Conference is widely advertised to the SO grades timed with the occurrence of the Conference. Discuss the possibility for SO to give talks and have a parallel session.
2d)	Review of the current grading structure and introduction of performance-related rewards.	HR Director	Implemented of the Pay and Reward project and reward criteria advertised through an intranet news article and the SO monthly update.
3. Career Development			
3a)	Increase awareness of the SO promotion criteria and associated mentoring scheme amongst all SO grades.	RDC Action plan: HR Excellence in Research	Mentoring scheme to be promoted in internal news articles timed with the promotions calls. SO grades to be surveyed at the SO annual conference on the awareness of the scheme.

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3b)	Increase awareness of SO grades eligibility to the Future Leaders programme.	RDC	Future Leaders programme to be promoted in the SO monthly update timed with the programme call. SO grades to be surveyed at the SO annual conference on the awareness of the programmes.
3c)	Increase awareness of SO access to independent careers advice.	RDC Action plan: HR Excellence in Research	Independent careers advice to be advertised through the training bulletin. SO grades to be surveyed on the awareness on the 2018 Staff Attitude Survey.
3d)	Set up of an ICR SO and SO alumni LinkedIn group.	SOA RDC	LinkedIn group widely advertised in internal news article, SO monthly update and at the annual technical conference.
3e)	Establish the career destination of former SOs.	EDIM Action plan: HR Excellence in Research	Analysis of the SO next career destinations to be carried out. Findings to be presented to the SOA and at the 2019 annual technical conference.
4. Sustainability			
4a)	Use the data collected in the Staff Survey (April 2018) to inform priorities and underlying issues for SO grades.	Head of OD RDC Action plan: HR Excellence in Research	SO Staff Survey data to be released and publicised by internal news article and issues to be discussed at the SOA monthly meeting.

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4b)	Pilot survey on motivation and ambitions of SO grades.	EDIM	Data to be presented at the 2019 technical conference and shared via internal news article.
4c)	Improve data obtained through leaver questionnaire.	HR Director Action plan: ASSSG	Questionnaire revised to be in line with the Attitude Survey. Completion rates and data reported annually to the SOs through the monthly SO update.
4d)	Explore opportunities for apprenticeships.	Head of OD	Review use of technician apprenticeships at peer research institutes and make recommendations as to their use at the ICR.
4e)	Explore opportunities to liaise with technical staff of similar institutions.	RDC	Organise a meeting of the SOA representatives with other HEIs technical staff associations.

Glossary

ASSSG – Athena SWAN Silver Steering Group

EDIM – Equality, Diversity and Inclusion Manager

Head of OD – Head of Organisational Development

PEO – Public Engagement Officer

RDC – Researcher Development Coordinator

SO – Scientific Officer (technical staff)