

HREiR Action plan template 2020 - 2022



HR EXCELLENCE IN RESEARCH

Details

Institution name:	University of Reading	The institutional audience* for this action plan includes (complete or delete, as appropriate):		
Cohort number:	1	Audience	#	Comments
Date of submission:	09/10/2020	Research staff	350	These are our priority staff
		Postgraduate researchers	Not included	They have a separate code of practice and policies given their student status.
		Research and teaching staff	Not included	Elements of good practice integrated to this group
		Teaching-only staff	Not included	
		Technicians	Not included	
		Clinicians	Not included	
		Professional support staff	Not included	
		Other (please provide numbers and details):		

	Obligation	Action	Success measure (SMART)	Deadline (for success measure)	Responsibility (for the success measure not the action)	Progress update (to be completed for submission)	Outcome/ result
Environment and Culture							
Institutions must:							
EC11	Ensure that all relevant staff are aware of the Concordat	<p>All research staff should be aware of, and have a copy of, the new Concordat</p> <p>New Research Staff (RS), new Managers of Researchers (RMs) and Heads of School (HoS) will receive copy as part of their induction (see EI2)</p> <p>Update on progress and updated action plan to be sent to RS, RMs, Heads of Department (HoD) and HoS</p> <p>Include section for the Concordat in Research Newsletter - signpost to webpages / reminder of obligations</p>	<p>At least 60% of respondents note they are aware of the Research Concordat (CEDARS 2021), increasing to at least 80% (CEDARS 2023)</p> <p>At least 50% of respondents note they are aware of the HREiR Award (CEDARS 2021), increasing to at least 70% (CEDARS 2023)</p>	Sept 2021	Senior Lead for Concordat		
EC12	Ensure that institutional policies and practices relevant to researchers are inclusive, equitable and transparent, and are well-communicated to researchers and their managers	<p>Reference to existing policies already on RS web pages</p> <p>Create web page/s for RMs with reference to policies</p> <p>Set up Forum for School Senior Contacts for RS (Senior Contacts Forum) to meet quarterly</p> <p>Encourage Senior Contacts to offer a mentor for all new RS</p>	<p>At least 70% of respondents believe my institution is committed to equality and diversity (CEDARS 2021), increasing to at least 80% (CEDARS 2023)</p> <p>At least 60% of Schools to have a Senior Contact by Sept 2021, increasing to at least 70% by Sept 2022</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		

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ECI3	Promote good mental health and wellbeing through, for example, the effective management of workloads and people, and effective policies and practice for tackling discrimination, bullying and harassment, including providing appropriate support for those reporting issues	Produce 'Concordat Essentials' guide. Reference updated wellbeing webpages on RS and RMs web pages and promoted via RS induction Reinforce through improved Performance and Development Review (PDR) process, training, workshops, and other communications	At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023: 1. I believe that my institution actively promotes the importance of health and wellbeing amongst staff 2. I work in an environment that supports my health and wellbeing 3. My manager promotes a good work life balance 4. I am familiar with my institution's mechanisms to report discrimination, bullying and harassment 5. I think staff at my institution are treated fairly, irrespective of any protected characteristics Seek feedback from Senior Contacts Forum on whether further support needed	Sept 2021 Sept 2022	L&D Officer (Research Staff) Dean for Researcher Development and PGR Studies		
ECI4	Ensure that managers of researchers are effectively trained in relation to equality, diversity and including, wellbeing and mental health	Continue with mandatory online D&I training. See also ECI3 Elicit examples of good practice from School D&I Leads	At least 80% of RMs have completed on line equality training by Sept 2021, increasing to at least 90% by Sept 2022 At least 80% of delegates evaluate the training as relevant and useful Success is measured by evidence of examples of good practices being shared across Schools	Sept 2021 Sept 2022	L&D Officer (Research Staff) People Development D&I Leads		
ECI5	Ensure that researchers and their managers are aware of, and act in accordance with, the highest standards of research integrity	Implement training as per our action plan for the Concordat to Support Research Integrity (CSRI)	At least 80% of respondents note that they are aware of the Concordat to Support Research Integrity, (CEDARS 2021), increasing to at least 90% (CEDARS 2023) At least 80% of respondents believe that their institution promotes the highest standards of research integrity and conduct (CEDARS 2021), increasing to at least 90% (CEDARS 2023) Monitor case numbers	July 2022	Committee for Open Research and Research Integrity		

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ECI6	Regularly review and report on the quality of the research environment and culture, including seeking feedback from researchers, and use the outcomes to improve institutional practices	<p>Use CEDARS to seek feedback</p> <p>Design specific RS survey and questions for focus groups, based on results from CEDARS</p> <p>Produce action plan based on survey / focus group results, with additional success measures added to action plan autumn 2022</p> <p>In addition to CEDARs focus groups, seek feedback from RS through regular RS Forums on the topics of:</p> <ul style="list-style-type: none"> - Environment and Culture - Employment - Professional and Career Development 	<p>At least 70% of respondents feel included within their immediate research environment / research group (CEDARS 2021), increasing to at least 80% (CEDARS 2023)</p> <p>At least 60% of respondents feel valued at work (CEDARS 2021), increasing to at least 70% (CEDARS 2023)</p> <p>At least 60% of respondents feel they have a good level of job satisfaction (CEDARS 2021), increasing to at least 70% (CEDARS 2023)</p> <p>Success of forums will be measured through attendance and actions arising</p>	<p>Sept 2021</p> <p>July 2022</p>	<p>Senior Lead for Concordat L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		
Funders must:							
ECF1	Including requirements which promote equitable, inclusive and positive research cultures and environments in relevant funding calls, terms and conditions, grant reporting, and policies	N/A - the University does not employ research staff directly					
ECF2	Consider how funding opportunities and policies can facilitate different patterns and ways of working, and promote the wellbeing and mental health of researchers	N/A - the University does not employ research staff directly					
ECF3	Ensure that funding call requirements and selection processes offer equality of opportunity between different groups of researchers, recognise personal contexts, and promote positive research cultures and working conditions	N/A - the University does not employ research staff directly					
Managers of researchers must:							
ECM1	Undertake relevant training and development opportunities related to equality, diversity and inclusion, and put this into practice in their work	Remind RMs to undertake mandatory online D&I training and incorporate into day to day practice	<p>At least 80% of RMs have completed on line equality training by Sept 2021, increasing to at least 90% by Sept 2022</p> <p>Monitor the feedback for the training, especially the score for relevance and act upon any areas for improvement.</p> <p>Liaise with School D&I Leads to gather examples of good D&I practice</p>	<p>Sept 2021</p> <p>June 2022</p>	<p>L&D Officer (Research Staff)</p> <p>D&I Leads and L&D Officer (Research Staff)</p>		

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ECM2	Ensure that they and their researchers act in accordance with the highest standards of research integrity and professional conduct	<p>Include importance of Research Integrity and working in accordance with the principles contained in CSRI through new RM webpages and training module</p> <p>Implement Research Integrity training as agreed by CORR1</p> <p>Continue to complete the annual statement for the Concordat to Support Research Integrity</p> <p>Seek feedback from Senior Contacts Forum about the quality of research practice in their School</p>	<p>At least 80% of respondents note that they are aware of the Concordat to Support Research Integrity, (CEDARS 2021), increasing to at least 90% (CEDARS 2023)</p> <p>At least 80% of respondents believe that their institution promotes the highest standards of research integrity and conduct (CEDARS 2021), increasing to at least 90% (CEDARS 2023)</p> <p>Monitor number of cases of research misconduct annually</p> <p>From Forum, at least 80% of Senior Contacts believe RS are aware and act in accordance</p>	<p>Sept 2021</p> <p>Sept 2022</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Committee for Open Research and Research Integrity (CORR1)</p> <p>Dean for Researcher Development and PGR Studies</p>		
ECM3	Promote a healthy working environment that supports researchers' wellbeing and mental health, including reporting and addressing incidents of discrimination, bullying and harassment, and poor research integrity	<p>Send new briefing guide on 'Supporting RS Mental Wellbeing' to all RMs and draw their attention to new HR wellbeing webpages</p> <p>University to implement actions arising from Race Equality Review and provide regular updates</p> <p>Seek feedback from Senior Contacts Forum</p> <p>Analyse reports from Employee Assistance Programme provider on reasons for calls received</p>	<p>At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023:</p> <ol style="list-style-type: none"> 1. I believe that my institution actively promotes the importance of health and wellbeing amongst staff 2. I work in an environment that supports my health and wellbeing 3. My manager promotes a good work life balance 4. I am familiar with my institution's mechanisms to report discrimination, bullying and harassment 5. I think staff at my institution are treated fairly, irrespective of any protected characteristics <p>From Forum, at least 80% of Senior Contacts believe RS feel well supported and at least 60% feel RS know their reporting obligations</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		
ECM4	Consider fully, in accordance with statutory rights and institutional policies, flexible working requests and other appropriate arrangements to support researchers	<p>Draw RM's attention to relevant policies that support flexible working and the process for handling flexible working requests</p> <p>Seek feedback from Senior Contacts Forum on whether requests for flexible working are appropriately considered</p>	<p>Monitor appeals and outcomes against decisions at appeal not to support flexible working requests from RSs</p>	<p>March 2022</p>	<p>HR</p>		

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ECM5	Engage with opportunities to contribute to policy development aimed at creating a more positive research environment and culture within their institution						
Researchers must:							
ECR1	Actively contribute to the development and maintenance of a supportive, fair and inclusive research culture and be a supportive colleague, particularly to newer researchers and students	<p>Ensure that RS undertake D&I training</p> <p>Promote mentoring scheme and encourage experienced RS to mentor new RS and / or Post Graduate Researchers (PGRs)</p> <p>Seek feedback from RS through regular RS Forums on the topic of Environment and Culture</p> <p>Liaise with School D&I Leads to gather examples of good D&I practice</p>	<p>At least 80% of RS have completed on line equality training by Sept 2021, increasing to at least 90% by Sept 2022</p> <p>Monitor number of mentors</p> <p>Monitor RS responses to survey / focus groups with additional success measures to be added in 2022</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>People Development</p> <p>Dean for Researcher Development and PGR Studies</p>		
ECR2	Ensure they act in accordance with employer and funder policies related to research integrity, and equality, diversity and inclusion	<p>Ensure that RS are aware of CSRI and action plan and work in accordance with the principles it contains, through new RS webpages and training module</p> <p>RS to attend Research Integrity training as agreed by CORRI and Introduction to Data Management training</p> <p>RS to comply with UoR policies for Data Management</p>	<p>At least 60% of RSs have completed relevant Research Integrity and Data Management training by Sept 2022, increasing to at least 90% by Sept 2023</p> <p>Monitor number of research misconduct cases</p>	<p>Sept 2022</p> <p>June 2022</p>	<p>Committee for Open Research and Research Integrity</p> <p>HR</p>		
ECR3	Take positive action towards maintaining their wellbeing and mental health	<p>Ensure RS are familiar with wellbeing webpages and take action accordingly by using available support e.g. Occupational Health, Wellbeing Peer Support Network and Employee Assistance Programme</p>	<p>At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023:</p> <ol style="list-style-type: none"> 1. I believe that my institution actively promotes the importance of health and wellbeing amongst staff 2. I work in an environment that supports my health and wellbeing 3. My manager promotes a good work life balance <p>Monitor statistics from Occupational Health about work related stress cases related to RS</p>	<p>Dec 2021</p> <p>Spring 2022</p>	<p>L&D Officer (Research Staff)</p> <p>HR / Occupational Health</p>		

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ECR4	Use available mechanisms to report staff who fail to meet the expected standards of behaviour, particularly in relation to discrimination, harassment, bullying, and research misconduct	<p>Ensure RS are familiar with all relevant policies and reporting mechanisms and act in accordance with them</p> <p>Remind RMs to encourage RS to act in accordance with relevant policies and provide support when needed, achieved through Senior Leads Forums</p> <p>Seek feedback from RS Environment and Culture Forums on whether RS are confident to report misconduct</p>	<p>Monitor number of formal disciplinary and/or grievances cases relating to RS (where RS conduct has not been deemed as expected standard of behaviour) or where RS are reporting they have been subject to harassment and/or bullying in the workplace</p> <p>At least 70% of RS focus group participants believe they are confident to report misconduct</p>	<p>June 2021</p> <p>July 2022</p>	<p>Governance</p> <p>Dean for Researcher Development and PGR Studies</p>		
ECR5	Consider opportunities to contribute to policy development aimed at creating a more positive research environment and culture within their institution						
Employment							
Institutions must:							
E11	Ensure open, transparent and merit-based recruitment, which attracts excellent researchers, using fair and inclusive selection and appointment practices	<p>Continue to require RMs to attend mandatory Recruitment & Selection, D&I and Unconscious Bias training before recruiting.</p> <p>Ensure all research staff positions have a job description (JD)</p>	<p>At least 80% of RMs have completed on line equality training by Sept 2021, increasing to at least 90% by Sept 2022</p> <p>At least 70% of respondents believe that their recruitment, selection and appointment was fair (CEDARS 2021)</p> <p>Monitor named appointments to ensure JDs are provided when hiring new staff</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p>	<p>HR</p> <p>HR</p> <p>HR</p>		
E12	Provide an effective induction, ensuring that researchers are integrated into the community and are aware of policies and practices relevant to their position	<p>Develop online RS induction module to supplement University all staff central induction</p> <p>Update web pages for RS</p> <p>Promote mentoring opportunities and benefits of being a mentor</p> <p>Annual survey of mentors / mentees and seek examples of positive change arising from mentoring</p>	<p>At least 60% of RS have completed on line induction training by Sept 2021, increasing to at least 80% by Sept 2022</p> <p>Monitor uptake of mentors</p> <p>Monitor examples of positive change arising from mentoring</p>	<p>Sept 2021</p> <p>June 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		
E13	Provide clear and transparent merit-based recognition, reward and promotion pathways that recognise the full range of researchers' contributions and the diversity of personal circumstances	Reinforce process via induction and RS and RM web pages	<p>At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023:</p> <ol style="list-style-type: none"> I believe that promotion pathways and processes are clear I believe that UoR has fair and inclusive opportunities based on merit for career progression and promotion <p>Analyse merit based promotion outcomes by appropriate diversity characteristics</p>	<p>Sept 2021</p> <p>Dec 2021</p>	<p>L&D Officer (Research Staff)</p> <p>HR</p>		

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EI4	Provide effective line and project management training opportunities for managers of researchers, heads of department and equivalent	<p>Develop online training module for RMs, HoD and HoS focused on the key things they need to know.</p> <p>Discuss line and project management issues as part of Senior Contacts Forums</p> <p>Seek feedback from RS Environment and Culture Forums on whether RS believe they are effectively managed</p>	<p>At least 60% of RMs, HoD and HoS have completed on line training by March 2022, increasing to at least 80% by March 2023</p> <p>Monitor attendance at 'Inclusive Leader' and project management training from March 2020 to Sept 2021 in order to set informed target for 2022</p> <p>At least 70% of Senior Contacts who have attended line and project management training believe it is informative and helpful</p> <p>At least 60% of RS attending the Environment and Culture Forums believe they are effectively managed by RMs</p>	<p>March 2022</p> <p>Sept 2021</p> <p>July 2022</p> <p>July 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		
EI5	Ensure that excellent people management is championed throughout the organisation and embedded in institutional culture, through annual appraisals, transparent promotion criteria, and workload allocation	<p>To be included in actions for EI4</p> <p>Encourage RS to engage constructively in performance management discussions</p> <p>Ensure management of RS is included in PDRs of RMs</p> <p>Review the University workload modelling and allocation system</p> <p>Seek feedback from RS Environment and Culture Forums on whether RS believe they are effectively managed</p>	<p>At least 65% of respondents respond positively to the following CEDARS questions:</p> <ol style="list-style-type: none"> 1. Have you participated in staff review / appraisal in the past two years (or since taking up your current position, if more recent)? 2. How useful did you find your staff review / appraisal process? 3. My institution values my contribution to appraisal/review of staff <p>Updated University PDR system and workload modelling and allocation system is implemented and in use</p> <p>At least 60% of RS attending the Environment and Culture Forums believe they are effectively managed</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>July 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		
EI6	Seek to improve job security for researchers, for example through more effective redeployment processes and greater use of open-ended contracts, and report on progress	<p>Continue with Joint UCU committee looking at RS coming up to 4 years in post and, where appropriate, moving them to open-ended contract</p> <p>Review best practice at other Universities</p> <p>Continue consultation with staff representative groups to develop clearer guidance on the management of fixed term contracts</p> <p>Seek feedback from RS Forum on Employment on whether they know their options at the end of their fixed term contract</p>	<p>Report annually on number of successful redeployment cases and use of open ended contracts. Analyse trends each year.</p> <p>Monitor trends for staff transferring from Fixed Term Contract to open ended contracts on an annual basis.</p> <p>Guidance on management of Fixed Term Contracts is published on HR website by Sept 2021</p> <p>At least 70% of RS report they know their options at the end of their fixed term contract</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>Dec 2022</p>			

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E17	Consider researchers and their managers as key stakeholders within the institution and provide them with formal opportunities to engage with relevant organisational policy and decision-making	See ECM 5 Revitalise Research Staff Committee (RSC) and seek new Chair	Research Staff Committee meets termly and Chair attends relevant University research committees Share examples of positive changes implemented that come from RSC 65% of attendees at RS Forum on Employment confirm they feel represented	Sept 2022 Dec 2022	Dean for Researcher Development and PGR Studies Dean for Researcher Development and PGR Studies		
Funders must:							
EF1	Include requirements which support the improvement of working conditions for researchers, in relevant funding calls, terms and conditions, grant reporting, and policies	N/A - the University does not employ research staff directly					
EF2	Review the impact of relevant funding call requirements on researchers' employment, particularly in relation to career progression and lack of job security	N/A - the University does not employ research staff directly					
EF3	Support institutions to develop policies and frameworks to promote sustainable employment arrangements and enhance job security, and provide opportunities for career progression	N/A - the University does not employ research staff directly					
EF4	Consider the balance of their relevant funding streams in providing access to research funding and its impact at all career levels	N/A - the University does not employ research staff directly					
Managers of researchers must:							
EM1	Undertake relevant training and development opportunities so that they can manage researchers effectively and fulfil their duty of care	Ensure RMs attend training detailed in E14 Seek feedback from RS Forum on Employment that RMs are fulfilling their duty of care	At least 60% of RMs, HoD and HoS have completed on line training by Sept 2022, increasing to at least 80% by Sept 2023 Monitor attendance at 'Inclusive Leader' and project management training from March 2020 to Sept 2021 in order to set informed target for 2022 65% of attendees at RS Forum on Employment confirm their RMs are fulfilling their duty of care	Sept 2022 October 2021 Dec 2022	L&D Officer (Research Staff) L&D Officer (Research Staff) Dean for Researcher Development and PGR Studies		
EM2	Familiarise themselves, and work in accordance with, relevant employment legislation and codes of practice, institutional policies, and the terms and conditions of grant funding	Ensure RMs are familiar with relevant policies by attending training and reading webpages, detailed in E12 and E14 Discuss line and project management issues as part of Senior Contacts Forums	At least 60% of RMs, HoD and HoS have completed on line training by Sept 2022, increasing to at least 80% by Sept 2023 At least 70% of Senior Contacts attend the Senior Contacts Forums and actively engage in discussions on line and project management issues	Sept 2022 July 2022	L&D Officer (Research Staff) Dean for Researcher Development and PGR Studies		
EM3	Commit to, and evidence, the inclusive, equitable and transparent recruitment, promotion and reward of researchers	Ensure RMs attend training detailed in E11 and comply with promotion and reward policies Seek examples of RM good practice from Senior Contacts Forums	At least 80% of RMs have completed on line equality training by Sept 2021, increasing to at least 90% by Sept 2022 Analyse number of successful promotion applications from grade 6 to grade 7 and analyse number of Celebrating Success awards to RS	Sept 2021 Sept 2021	L&D Officer (Research Staff) HR		

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EM4	Actively engage in regular constructive performance management with their researchers	Ensure RMs encourage RS on contracts of one year or more to participate in ongoing performance reviews Supplement annual review with more frequent performance related discussions as appropriate Seek feedback from RS Forum on Employment that RMs provide constructive performance management feedback	At least 65% of respondents respond positively to the following CEDARS questions: 1. Have you participated in staff review / appraisal in the past two years (or since taking up your current position, if more recent)? 2. How useful did you find your staff review / appraisal process? 65% of attendees at RS Forum on Employment confirm they receive constructive performance management feedback from their RM	Sept 2021 Dec 2022	L&D Officer (Research Staff) Dean for Researcher Development and PGR Studies		
EM5	Engage with opportunities to contribute to relevant policy development within their institution						
Researchers must:							
ER1	Ensure that they work in accordance with, institutional policies, procedures and employment legislation, as well as the requirements of their funder	Ensure RS are familiar with relevant policies by completing induction module and reading guides, detailed in EI2 and EI4	At least 60% of RS have completed on line induction training by Sept 2021, increasing to at least 80% by Sept 2022	Sept 2021	L&D Officer (Research Staff)		
ER2	Understand their reporting obligations and responsibilities	Ensure RS are familiar with relevant policies via induction and reading webpages, detailed in EI2 RS to attend Data Management training	At least 60% of RSs have completed Data Management training by Sept 2022, increasing to at least 90% by Sept 2023	Sept 2022	L&D Officer (Research Staff)		
ER3	Positively engage with performance management discussions and reviews with their managers	Implement the actions from the Strategic Foundations PDR project / workstreams to ensure RS engage with performance management discussions and reviews with their managers. Seek feedback from RS Forum on Employment that RMs offer performance management reviews and that RS engage in ongoing discussions about performance	At least 65% of respondents respond positively to the following CEDARS questions in 2021: 1. Have you participated in staff review / appraisal in the past two years (or since taking up your current position, if more recent)? 2. How useful did you find your staff review / appraisal process? 3. My institution values my contribution to appraisal/review of staff 65% of attendees at RS Forum on Employment confirm they have been offered performance management reviews	Sept 2021 Dec 2022	L&D Officer (Research Staff) Dean for Researcher Development and PGR Studies		
ER4	Recognise and act on their role as key stakeholders within their institution and the wider academic community						
Professional and Career Development Institutions must:							

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PCDI1	Provide opportunities, structured support, encouragement and time for researchers to engage in a minimum of 10 days professional development pro rata per year, recognising that researchers will pursue careers across a wide range of employment sectors	<p>Update RS and RM webpages to include clarification on what activities could be included under this, taking account of overlap with PCDI4</p> <p>Review current research specific training provision</p> <p>Allocate time for discussion of professional development activities in performance / career development discussions</p> <p>Revise current career planning tool</p> <p>Seek input from RS Forum on Professional and Career Development on usefulness of career planning tool, on development undertaken and what additional development they would value</p>	<p>Monitor responses to CEDARS question about number of days spent on professional development in 2021. Seek increase by 2023</p> <p>At least 65% of respondents report positively that their manager encourages them to engage in personal and career development activities (CEDARS 2021), increasing to at least 75% (CEDARS 2023)</p> <p>At least 70% of attendees on research specific training score the training as relevant and useful</p> <p>Attendees at RS Forum on Professional and Career Development provide useful feedback on the career planning tool, their training experiences and ongoing needs</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2021</p> <p>April 2023</p>	<p>L&D Officer (Research Staff)</p> <p>L&D Officer (Research Staff)</p> <p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>	
PCDI2	Provide training, structured support, and time for managers to engage in meaningful career development reviews with their researchers	<p>Extend current "PDR for Reviewers" training to incorporate module for RMs on annual CDR</p> <p>Review the guidance/checklist for PDR Reviewers of Research Staff to ensure CDRs are a mandatory part of the PDR conversation</p> <p>Update the PDR form to include a section about CDRs</p> <p>Incorporate in formal workload model</p> <p>See also EI4</p>	<p>At least 65% of respondents positively rate the usefulness of the career development review with their manager (CEDARS 2021), increasing to at least 75% (CEDARS 2023)</p> <p>Further success measures to be defined once actions from the Strategic Foundations PDR project / workstreams have been agreed</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>People Development</p>	
PCDI3	Ensure that researchers have access to professional advice on career management, across a breadth of careers	<p>Engage with new Head of Careers to agree support provided by Careers and Employability staff</p> <p>Produce a guide on moving to a career outside academia</p> <p>Send survey to RS about what career development training they would like to see provided</p> <p>Organise career development courses based on survey results</p>	<p>At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023:</p> <ol style="list-style-type: none"> 1. You are aware of what is available at your institution to support you in your professional and career development? 2. You have discussed your career options within and beyond academia with a careers specialist? 3. You have a clear career development plan? <p>Monitor attendance on new career development courses</p> <p>At least 70% of attendees score the training as relevant and useful</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>L&D Officer (Research Staff)</p>	

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PCDI4	Provide researchers with opportunities, and time, to develop their research identity and broader leadership skills	<p>Provide guidance to RMs and RS on relevant activities that should be encouraged and supported</p> <p>See also PCDI1</p> <p>Continue to organise courses from the Knowledge Transfer Centre on relevant topics such as 'Recognising the value of your research to others' and 'How to enhance your academic profile'</p> <p>Continue to promote research prizes / recognition schemes to RS</p>	<p>At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023:</p> <ol style="list-style-type: none"> 1. You have time to develop your research identity 2. You have time to develop your broader leadership skills <p>Analyse number of successful promotion applications from grade 6 to grade 7</p> <p>At least 70% of attendees score the training as relevant and useful</p> <p>Analyse entries from RS for available research prizes / recognition schemes</p>	<p>Sept 2021</p> <p>Sept 2021</p> <p>Sept 2022</p> <p>Dec 2022</p>	<p>L&D Officer (Research Staff)</p> <p>HR</p> <p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		
PCDI5	Recognise that moving between, and working across, employment sectors can bring benefits to research and researchers, and support opportunities for researchers to experience this						
PCDI6	Monitor, and report on, the engagement of researchers and their managers with professional development activities, and researcher career development reviews	<p>Produce annual report from UoRLearn on professional development activities attended</p> <p>Monitor number of CDRs carried out</p> <p>Monitor attendance at other relevant professional development activities</p> <p>Seek feedback from Senior Contacts Forums about level of professional development activities</p>	<p>Monitor responses to CEDARS question about number of days spent on professional development in 2021. Seek increase by 2023</p> <p>Monitor attendance at internal researcher development courses</p> <p>At least 70% of attendees score the training as relevant and useful</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>L&D Officer (Research Staff)</p>		
Funders must:							
PCDF1	Incorporate specific professional development requirements in relevant funding calls, terms and conditions, grant reporting, and policies. This should include researchers' engagement in a minimum of 10 days' professional development pro rata per year, and evidence of effective career development planning	N/A - the University does not employ research staff directly					
PCDF2	Embed the Concordat Principles and researcher development into research assessment strategies and processes	N/A - the University does not employ research staff directly					
PCDF3	Acknowledge that a large proportion of the researchers they fund will move on to careers beyond academia, and consider how they can encourage and support this within their remit	N/A - the University does not employ research staff directly					
Managers of researchers must:							

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PCDM1	Engage in regular career development discussions with their researchers, including holding a career development review at least annually	<p>Ensure RMS hold a career development review with RS at least annually</p> <p>Seek feedback from Senior Contacts Forums that RMs are encouraging RS to use career planning tool and take part in career development activities</p>	<p>At least 65% of respondents positively rate the usefulness of the career development review with their manager (CEDARS 2021), increasing to at least 75% (CEDARS 2023)</p> <p>At least 70% of Senior Contacts believe RMs are engaging with regular career development discussions with their RS</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		
PCDM2	Support researchers in exploring and preparing for a diversity of careers, for example, through the use of mentors and careers professionals, training, and secondments	<p>See PCDI3, PCDM1 and PCDI5</p> <p>Ensure RMs encourage their RS to make use of mentors, secondments etc and monitor the number of RS who engage in these opportunities</p> <p>Seek feedback from RS Forum on Professional and Career Development about whether they feel supported</p>	<p>At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023:</p> <ol style="list-style-type: none"> 1. You are aware of what is available at your institution to support you in your professional and career development? 2. You have discussed your career options within and beyond academia with a careers specialist? 3. You have a clear career development plan? <p>At least 35% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 50% in 2023:</p> <ol style="list-style-type: none"> 1. Opportunity to experience other employment sectors 2. secondment / placement in another employment sector <p>65% of attendees at RS Forum on Professional and Career Development confirm they feel supported</p>	<p>Sept 2021</p> <p>April 2023</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		
PCDM3	Allocate a minimum of 10 days pro rata, per year, for their researchers to engage with professional development, supporting researchers to balance the delivery of their research and their own professional development	<p>Ensure RMs are aware of, and have a copy of, the new Concordat (see EC11 and EI4)</p> <p>Ensure RMs encourage and enable RS to undertake a minimum of 10 days professional development per annum</p> <p>Seek feedback from Senior Contacts Forum about whether they believe RMs encourage and enable their RS to undertake a minimum of 10 days pro rata, per year with professional development</p>	<p>Monitor responses to CEDARS question about number of days spent on professional development in 2021. Seek increase by 2023</p> <p>Annual report from UoRLearn on professional development training attended.</p> <p>At least 50% of Senior Contacts believe RMs encourage and enable professional development by Sept 2022, raising to at least 70% by Sept 2023</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p>		

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PCDM4	Identify opportunities, and allow time (in addition to the 10 days professional development allowance), for their researchers to develop their research identity and broader leadership skills, and provide appropriate credit and recognition for their endeavours	<p>Ensure RMS support RS to engage in relevant activities See also PCDI4 and PCDI1</p> <p>Annually monitor attendance of Research Staff on leadership development programmes</p> <p>Seek good practice examples of relevant opportunities from Senior Leads Forums and RS Forums on Professional and Career Development</p>	<p>At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023:</p> <ol style="list-style-type: none"> You have time to develop your research identity You have time to develop your broader leadership skills <p>Annual report from UoRLearn on professional development training attended.</p> <p>Annual attendance of RS on leadership development programmes</p> <p>65% of attendees at Forums confirm RM allow time for development of their wider research identity</p> <p>Monitor the number of outputs with RS as the lead author and grant applications with RS as PI or CI</p>	<p>Sept 2021</p> <p>April 2023</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>Dean for Researcher Development and PGR Studies</p> <p>Research and Enterprise Services</p>		
PCDM5	Engage in leadership and management training to enhance their personal effectiveness, and to promote a positive attitude to professional development	Encourage RMs to attend leadership and management programmes that are applicable to all managers	Monitor number of RMs who attend programmes annually	Dec 2021	L&D Officer (Research Staff)		
Researchers must:							
PCDR1	Take ownership of their career, identifying opportunities to work towards career goals, including engaging in a minimum of 10 days professional development pro rata per year	<p>Ensure RS are aware of, and have a copy of, the new Concordat (see EC11)</p> <p>Encourage RS to participate in appropriate training courses as needed for their ongoing development as a researcher and for their wider career goals</p> <p>Encourage RS to make use of career planning tool and take part in career development activities</p> <p>Monitor number of RS who seek mentoring</p>	<p>At least 65% of respondents positively rate the usefulness of the career development review with their manager (CEDARS 2021), increasing to at least 75% (CEDARS 2023)</p> <p>Annual report from UoRLearn on training attended.</p> <p>At least 70% of attendees score the training as relevant and useful</p>	<p>Sept 2021</p> <p>Sept 2022</p>	<p>L&D Officer (Research Staff)</p> <p>L&D Officer (Research Staff)</p>		

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PCDR2	Explore and prepare for a range of employment options across different sectors, such as by making use of mentors, careers professionals, training and secondments	Encourage RS to use resources highlighted through induction, webpages and career planning tools Seek feedback from RS Forum on Professional and Career Development about whether they are actively considering and preparing for a range of employment options	At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023: 1. You are aware of what is available at your institution to support you in your professional and career development? 2. You have discussed your career options within and beyond academia with a careers specialist? 3. You have a clear career development plan? 65% of attendees at RS Forum on Professional and Career Development confirm they are actively considering and preparing for a range of employment options See success measures for PCDI3, PCDM1 and PCDI5	Sept 2021 April 2023	L&D Officer (Research Staff) Dean for Researcher Development and PGR Studies		
PCDR3	Maintain an up-to-date professional career development plan and build a portfolio of evidence demonstrating their experience, that can be used to support job applications	Encourage RS to use resources highlighted through induction, webpages and career planning tools Seek feedback from RS Forum on Professional and Career Development about whether they are maintaining a career development plan	At least 65% of respondents positively respond that they have a clear career development plan (CEDARS 2021), increasing to at least 75% (CEDARS 2023) At least 60% of attendees at RS Forum on Professional and Career Development confirm they are maintaining a career development plan	Sept 2021 April 2023	L&D Officer (Research Staff) Dean for Researcher Development and PGR Studies		
PCDR4	Positively engage in career development reviews with their managers	Encourage RS to engage in annual career development discussion with manager Seek feedback from RS Forum on Professional and Career Development about whether they engage in career development reviews and if not, what prevents them from doing so	At least 65% of respondents positively rate the usefulness of the career development review with their manager (CEDARS 2021), increasing to at least 75% (CEDARS 2023) At least 60% of attendees at RS Forum on Professional and Career Development confirm they engage in career development reviews	Sept 2021 April 2023	L&D Officer (Research Staff) Dean for Researcher Development and PGR Studies		
PCDR5	Seek out, and engage with, opportunities to develop their research identity and broader leadership skills	Encourage RS to engage in opportunities to develop their RI and broaden their leadership skills, through discussions with their mentor / RM	At least 55% of respondents answer positively to the following CEDARS questions in 2021, increasing to at least 70% in 2023: 1. You have time to develop your research identity 2. You have time to develop your broader leadership skills Analyse number of successful promotion applications from grade 6 to grade 7 Monitor the number of outputs with RS as the lead author and grant applications with RS as PI or CI	Sept 2021 Sept 2021 Sept 2022	L&D Officer (Research Staff) HR Research and Enterprise Services		

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PCDR6	Consider opportunities to develop their awareness and experience of the wider research system through, for example, knowledge exchange, policy development, public engagement and commercialisation	Be aware of relevant opportunities and engage where relevant	At least 55% of respondents answer positively to the questions relating to opportunities to engage in wider aspects of the research system (CEDARS questions in 2021, increasing to at least 70% in 2023)	2022	L&D Officer (Research Staff)		
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* The Concordat defines researchers as individuals whose primary responsibility is to conduct research and who are employed specifically for this purpose by a higher education institution or research institute. The primary audience is research staff, e.g. postdoctoral researchers, research fellows, research assistants. The Concordat encourages institutions to include other groups who actively engage in research as beneficiaries of their Concordat action plan. These could be postgraduate researchers; staff on teaching and research, or teaching contracts; clinicians; professional support staff; technicians.