



Concordat Implementation Plan

Summary

Loughborough University is committed to the seven principles enshrined in the 2008 Concordat to Support the Career Development of Researchers. Work in 2009 assessed how the University could improve alignment with the Concordat, and recommendations were made. An update on progress towards the recommendations and the implementation plan is presented here.

Background

A working group was established to analyse any existing gaps in alignment with the Concordat. This group expanded to produce recommendations in response to the 2009 Staff Survey results (Research Job Family), in addition to the Concordat.

Membership of Concordat/Staff Survey Working Group

Pro Vice-Chancellor (Research) - Chair
Director of Capability Enhancement
Human Resources Adviser (Engineering)

Summary of progress towards implementation of Concordat

Task	Status	Date
Circulate copies of Concordat to Research Staff	Completed	Summer 2008
Analysis of existing gaps in University's alignment with the Concordat. Concordat Working Group combined with Staff	Completed	May 2009

Action	Status/Notes	Timing
<p>Require RAs to undertake personal and professional development training, and other activities associated with career progression, as recommended by research councils. 10 days per year.</p> <p>Examples of CPD to be included.</p>	<p>Ongoing: PIs and researchers should be informed. Guidelines to be developed Tf1 0 0 1 423.91 711.34 Tm0 89.34 232.2/8</p>	

Action	Status/Notes	Timing
<p>research staff employment, developing researchers, issues relating to unstable employment conditions faced by researchers.</p>	<p>Ongoing: HR strategy includes management and leadership</p>	
<p>Provide appropriate induction, probation, and appraisal for all RAs, link to CPD (e.g. development plan).</p>	<p>Completed: Pilot of probation, induction & appraisal for RAs in Engineering Faculty completed.</p>	
<p>Provide an induction checklist that can be tailored to department</p>	<p>Induction revisions complete.</p> <p>Revised Induction checklist produced for all staff (SD), and link to new staff website being sent to inductors</p> <p>Ongoing: December 2010 - PDR is being put in place for all staff. SD delivering training</p>	

Action	Status/Notes	Timing
<p>Ensure HoDs and PIs are aware that RAs are entitled to attend Departmental and University meetings. RAs should be invited and encouraged to attend, invited to contribute agenda items and receive agendas and minutes of such meetings.</p> <p>Ensure decision-making systems in departments are transparent and open to/involve RAs as appropriate.</p>	<p>Ensure all research awards particularly those which include employment of RAs are widely disseminated. Grants awarded appear in University newsletter.</p> <p>Ongoing: Varied practice across University (e.g. Wolfson School)</p>	

Action	Status/Notes	Timing
	<p>Workshops open to RS who teach: Making the most of your voice workshop Lecturing with clarity in English</p> <p>Communicate course offered to non-native English speaking Research Staff, who teach regularly, and academic staff. 8 week course 2 hours per week, sometimes as a block. Follow-up one-to-one sessions if necessary.</p> <p>Above run by professional voice coach and speech therapist includes:</p>	

Research Office

Short Term

Action	Status/Notes	Timing
<p>Introduce a document to be included in recruitment materials to include:</p> <p>Statement that 'Researchers are chosen primarily for their ability to advance research at our institution. The University strives to attract excellence and respect diversity and has a commitment to provide stability for researchers' signifying that as far as possible a stable working environment will be provided, further funding will normally be sought but obtaining external funding is a matter of uncertainty.</p> <p>Statement about the University's and RAs' responsibilities. Explain that the University will try to keep the researcher's position, but cannot guarantee to do this.</p> <p>Information regarding flexible working policy and Confide, and Research Staff Forum. Encourage RAs to join Equality and Diversity Staff Groups and other groups and committees.</p>	<p>Completed: Website for all new staff is now live. The website contains information about induction and links to Confide and the E&D Staff Groups.</p> <p>Ongoing: Support HR implementation of this action.</p>	<p>Feb 2010</p> <p>Autumn 2010</p>
<p>Participate in the CROS survey 2009. Identify actions from results of CROS</p>	<p>Completed: Draft report of results now produced (RSDO) Actions & executive summary incorporated into Concordat Working Group recommendations.</p> <p>Ongoing: Make full results available</p>	<p>Spring 2009</p>

Improve links between support services websites
e.g. 564 103.583(,)4(arCC6 312.53 T H)-8(fQp6 34

Action	Status/Notes	Timing
employment, developing researchers, issues relating to unstable employment conditions faced by researchers.	Recruitment & Selection training revised, not specific to researchers.	
<p>Investigate the apparent development of Research Career structures at other Universities (e.g. York, Exeter, Bristol, Newcastle, UCL, UEA) to ascertain how Loughborough could adopt such a system (Research Fellows, promotion and progression for researchers).</p> <p>Encourage external Fellowship applications, provide support and mentoring through the process, ensure that departments are aware of the opportunities.</p>	<p>Ongoing: Survey of other Universities' practice underway.</p> <p>Ongoing. Happens in some areas, further work required, needs structured/strategic approach</p>	Spring 2011

Action	Status/Notes	Timing
	<p>Work underway in SD on information for International Staff. RS and New staff website could include links to British Council Advice for researchers</p> <p>Research E-learning Officer to implement through development of updated website for Research Staff</p>	<p>Autumn 2010</p> <p>Autmn 2010</p>
<p>Wherever possible, provision for dissemination and conference attendance should be made in research funding applications and research staff should be given opportunities to attend conferences and other networking opportunities.</p>	<p>Ongoing: RSDO to review/discuss with RO colleagues.</p>	<p>Autumn 2010</p>
<p>Where appropriate, research staff should be required to produce a personal research plan, equivalent to the plan required for Academic staff.</p>	<p>Ongoing: RSDO to discuss with RO colleagues & PVC(R), could tie in with PDR.</p>	<p>Spring 2011</p>
<p>Build links between Support Services (services working together), improve communication e.g. away day or awareness sessions. Include information about links between SS in induction for new SS staff. Monitor Concordat Implementation</p>	<p>Ongoing: Website links improving between CC, HR, RO (e.g CoP for RS)</p> <p>Awareness sessions/inductions could be held</p> <p>Ongoing: Universities UK Concordat Survey Completed May 2010</p>	<p>RS – end 2010 RO - 2011</p>

Careers Centre

Short Term

Action	Status/notes	Timing
<p>Provide support and information about the broad range of career options available (for example those outside of HE) for all staff.</p>	<p>Completed: Communications to all Faculties (2010) through ADRs and Deans/HoDs about academic and outside HE career progression. Career Consultations with Research Staff (voluntary, redeployment, end of contract) Workshops on Career Planning and Employability Skills, specific careers events e.g. 'Entry into Teaching', 'Research Careers', and Careers for Women in Science Engineering Technology (2010/11), web resources, careers workshops and Presentations at Loughborough Research Staff Conferences, promotion of careers Fairs, Research Staff encouraged to attend to network with Employers and discuss non-HE career routes.</p>	<p>Sept 2008 onwards</p>
<p>Develop careers advice and development opportunities.</p>	<p>Completed and ongoing : On-to-one sessions, workshops, conference, mentoring scheme, career consultations, interview coaching, employability skills, lunchtime careers sessions, careers events: 'Entry into Teaching', 'Research Careers' (2010/11), and Careers for Women in Science Engineering & Technology (East Midlands event hosted at Loughborough with UKRC and Vitae (Jan 2011), Research Staff Conference Careers events, web resources and leaflets/posters describing careers and employability provision, circulated to all departments.</p> <p>Vitae Broadening Horizons course at Loughborough University for Vitae East Midlands in conjunction with Nottingham University.</p> <p>Agreement from Departmental Workplace Tutors to be a local point of contact for employer links (work shadowing, informational interviewing, and employer queries).</p> <p>Feedback from successful Clients who have gained employment and promotion/career progression</p> <p>Marketing and Communications to all Faculties 2010 through ADRs and Deans/HoDs Careers Provision based on initial survey to Research Staff (24% response).</p>	<p>Sept 2008 - ongoing</p>

Medium Term (Resource and/or time required)

Action	Status/notes	Timing
Development of a career progression framework (within HE and outside HE). Relevant groups to be made aware of this framework (RAs, RMs,)	Ongoing Framework discussed with PVC(R) <i>(Suggested a scheme based on the Researcher Development Framework and similar to Newcastle University Career Pathways Scheme)</i>	Spring 2011
Promotion of RAs skills to potential employers outside of HE.	Ongoing	Spring 2010 – ongoing
Development of mentoring programme for Research Staff.	Completed: CC, RO & SD piloted successful scheme for 13 RAs 2009-10. Ongoing: Roll out of scheme for 20 pairs from Autumn 2010.	Summer 2009 - ongoing

Research Team / PVC(R)/Senior Management

a) Short term

Lead	Action	Status/notes	Timing
Dean of Engineering			