

University of Nottingham Concordat Action Plan 2011-2015 (May 2011)

Concordat section(s) addressed	Action	Timeframe	Responsibility
A: Recruitment and Selection 1	Recruitment and selection As part of a business process improvement project, the information and guidance on recruitment and selection will be reviewed.	May 2011	Human Resources
A: Recruitment and Selection 2	Recruitment and selection The role of Human Resources in supporting recruitment activities will be assessed as part of the business process project to include harmonisation of support for researcher recruitment.	August 2011	Human Resources
A: Recruitment and Selection 3	Access to Human Resources information and policies The Human Resources website will be restructured to improve accessibility to guidance.	December 2011	Human Resources
A: Recruitment and Selection 4	Training for recruiters The recent policy decision of mandatory training for recruiters will be implemented.	April 2012	Professional Development

B: Recognition and Value 1	<p>Activity Performance Review process</p> <p>The 2009 Careers in Research Online Survey (CROS) results indicated that 10% of research staff respondents considered that the Activity Performance Review process was very useful in 'helping them to focus on their career aspirations and how these were met by their current role' a further 38% considered the process useful. The Research-only Staff Group recommended that the ongoing review of the Activity Performance Review process consider a more explicit focus on career development.</p>	2011	Activity Performance Review Committee
B: Recognition and Value 2	<p>Activity Performance Review process</p> <p>It is recommended that the revised Activity Performance Review process be monitored against these 2009 benchmark data.</p>	2013	Research-only Staff Group (RoSG)
B: Recognition and Value 3	<p>Fellowships Strategy</p> <p>The University will implement its 2011 Fellowships Strategy and report progress to Research and Knowledge Transfer Board and Research-only Staff Group.</p> <p>Success indicators: Increase in numbers of fellowship applications, internal and external applicants. Increase in conversion rate of applications to funded fellowships.</p>	Semester 2, 2012	Fellowships Strategy Working Group
B: Recognition and Value 4	<p>Bridging funding</p> <p>The University should, where appropriate, monitor and share practices related to bridging funding.</p>	2013	schools/faculties

	Success indicators: Increased availability of bridging funding. Increase in quantity and quality of research outputs (papers, grants) resulting from bridging funding period and other scheme awards.		
B: Recognition and Value 5	<p>Redeployment opportunities</p> <p>The University should monitor research staff engagement with redeployment processes and opportunities, and seek to increase uptake.</p> <p>Success indicators: Year on year increase in applications for redeployment. Where appropriate the successful retention of staff through the redeployment process.</p>	Ongoing, monitor annually from 2012	Human Resources
C: Support and Career Development 1	<p>Review development activities</p> <p>The University will undertake a review of its formal and informal development activities and provision for research staff against the Researcher Development Framework/Statement as part of its biennial analysis of the implementation of the Concordat.</p>	2011	Graduate School
C: Support and Career Development 2	<p>Exit survey/data</p> <p>The University should consider implementing an exit survey/maintaining a record of the destinations of research staff to be used for:</p> <ul style="list-style-type: none"> i. Monitoring and benchmarking research career paths; and ii. Promoting different career paths to researchers and their managers. 	December 2011	Human Resources

C: Support and Career Development 3	<p>Promotion process</p> <p>The University should raise awareness of the promotions process for research staff and ensure that information on research only career pathways are transparent and accessible. The University will ensure that research staff who apply for promotion are provided with appropriate feedback.</p>	Annually	Human Resources
C: Support and Career Development 4	<p>Monitoring promotion outcomes</p> <p>Research-only Staff Group to monitor promotion trends for research staff, through annually-commissioned Human Resources report.</p>	Annually	Research-only Staff Group

C: Support and Career Development 5	<p>Employer engagement</p> <p>The University will ensure that opportunities for research staff to engage with employers in the public, private and voluntary sectors are promoted and supported through placements/internships and networking activities.</p>	Ongoing	Graduate School / Centre for Career Development
C: Support and Career Development 6	<p>Induction programmes/resources</p> <p>The University will monitor the take-up of its research staff induction programmes and resources, and evaluate the effectiveness of these in supporting the integration of new researchers.</p>	Annually	Graduate School / Centre for Career Development
C: Support and Career	<p>Researcher Development Framework and Statement</p>	2011	Research-only Staff Group / Roberts' Money Working

Development 7	The Research-only Staff Group will contribute to the Roberts' Money Working Group exploring how to disseminate and promote the national Researcher Development Framework and Statement to research staff and principal investigators.		Group
C: Support and Career Development 8	<p>Mentoring scheme</p> <p>The Research-only Staff Group will consider the feedback from the recent pilot peer mentoring scheme and explore ways of engaging additional senior staff in formal mentoring arrangements.</p>	2012	Research-only Staff Group

C: Support and Career Development 9	<p>Research managers' responsibilities in the Activity Performance Review process</p> <p>The Research-only Staff Group will recommend to the Activity Performance Review process that research managers and principal investigators should be expected to reflect formally on their role and responsibilities as part of the Activity Performance Review process.</p>	2011	Research-only Staff Group
C: Support and Career Development 10	<p>Guidance for research managers</p> <p>The Research-only Staff Group recommend that research managers and principal investigators should be provided with guidance and advice to support them in their role.</p>	Ongoing	Research-only Staff Group to establish working group
C: Support and Career Development 11	<p>Specialised careers guidance</p> <p>The University should ensure that all research staff are made aware of the dedicated careers support and guidance available to them.</p>	Ongoing	Centre for Career Development to lead, in conjunction with all relevant support services
C: Support and Career Development 12	<p>Specialised careers guidance</p> <p>The Centre for Career Development to maintain and report on monitoring and evaluation of their services for research staff.</p>	Annually	Centre for Career Development

D: Researchers' Responsibilities 1	<p>Personal, professional and career development opportunities</p> <p>The University will continue to maintain a wide range of opportunities for research staff to undertake personal, professional and career development activities. These include: Research Staff Conference; fellowship opportunities; travel awards; workshops and training courses. The University will ensure that researchers and their managers are aware of these opportunities and their entitlement to participate.</p>	Ongoing	Graduate School to lead, in conjunction with all relevant support services.
E: Diversity and Equality 1	<p>Athena SWAN Award</p> <p>The University will continue to support the programme of Athena SWAN applications with a view to achieving institutional Silver award.</p>	Ongoing	Women in Science Engineering and Technology (WinSET) Group / Research & Knowledge Transfer Board
E: Diversity and Equality 2	<p>Athena SWAN Bronze Award</p> <p>Implementation of the Athena SWAN Bronze action plan to be completed.</p>	2012	Women in Science Engineering and Technology Group / Human Resources
E: Diversity and Equality 3	<p>Athena SWAN Silver Award</p> <p>Individual school Athena SWAN Silver action plans to be implemented.</p>	Ongoing	Award-holding schools

F: Implementation and Review 1	<p>Concordat implementation and evaluation</p> <p>The University will conduct a biennial survey of schools' practices in relation to the Concordat which will be used to:</p> <ul style="list-style-type: none"> i. Monitor progress and developments at a local-level; and ii. Identify and share good practice within the Institution. 	2011	Research-only Staff Group
F: Implementation and Review 2	<p>Staff engagement survey</p> <p>The Research-only Staff Group will commission a report to analyse the research staff responses to the 2012 institutional staff engagement survey.</p>	2012	Research-only Staff Group
F: Implementation and Review 3	<p>Careers in Research Online Survey (CROS)</p> <p>The University will participate in CROS 2013, in order to assess progress against CROS 2009 and benchmark against the rest of the Higher Education sector.</p>	2013	Graduate School
F: Implementation and Review 4	<p>European Commission HR Excellence in Research Award</p> <p>The University will undertake gap analyses and progress activities required to maintain the HR Excellence in Research Award.</p>	Ongoing	Research-only Staff Group / Research & Knowledge Transfer Board