

# Northumbria University Concordat to support the career development of researchers



## Action Plan 2014-2016

AREA OF WORK	Action <i>Approved by Vitae</i>	Concordat Principle(s)	Responsibility	Action Date	Progress
<b>Recruitment, Induction and Retention</b>					
1	Standardise role specifications as a requirement of implementing the SAP e-recruitment module.	1, 2, 6	HR Contact: Geoff Foster	July 2015	A role description library in line with standard templates is in development. This will support e-recruitment which has a potential date of July 2015.
3	(a) Review support provided for research staff with contracts close to expiry (b) Develop process to identify permanent employment opportunities for contract research staff	1, 2, 3, 4, 7	HR  HRMs, Faculties	31/12/14  Review 31/07/15 31/07/16	Fixed-term contracts are managed consistently across the University with redeployment opportunities being made available to those whose contracts are nearing an end.
6	Review research-specific induction framework for use at faculty level and below and develop an induction pack for all new academic staff identifying key information, opportunities, expectations and obligations with regard to research.	1, 2	HR (MS)	Review 01/03/15 01/03/16	HR compiled an induction guide after meeting with staff who have recently joined Northumbria University. Review annually.
7	Review appraisal arrangements for research staff.	1,2,4,5	HR and RBS FPMs	Completed 01/09/14  Reviews: 01/02/15 01/08/15 01/02/16 01/08/16	PDA scheme in place September 2014.  Review annually and measure success with HR attendance and feedback data . Review of completion rates scheduled for February 15 and follow up action. Full evaluation July / August 2015. Any changes to be considered in advance of second round.
10	Develop career development framework, based on Vitae Researcher Development Framework, to identify competencies required for subsequent grades. Review current training provision, including training for research managers and mentors	1, 2, 4	HR & RBS FPMs	Review: 31/01/15 01/08/15 31/01/16 01/08/16	HR People Development Team created a working group with the aim of producing a handbook to clarify the career development framework.  The Researcher Development Programme is complete; all information is available on the People Development web pages.

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					<p>Researcher development portal to be developed.</p> <p>A review of the University Research Mentoring Policy to be carried out and any shortcomings identified.</p> <p>At review dates, progress to be measured by HR attendance and feedback data.</p>
<b>Research, Training and Development</b>					
13	Carry out ongoing review of research training provision across the university	4, 5	RBS FPMs, Graduate School, HR, Library and IT Team	<p>Completed 31/7/13</p> <p>Review 01/08/15 01/08/16</p>	<p>At review dates, progress to be measured by HR attendance and feedback data.</p>
14	<p>Further develop Postgraduate Certificate in Higher Education Practice (PG HEP) research module.</p> <p>PG HEP now replaced by Higher Education Academy Fellowship accreditation scheme.</p>	2, 3, 4	<p>Academic Quality Contact: Nicola Reimann</p> <p>RBS FPMs</p>	<p>Review 01/09/15 01/09/16</p>	<p>PG HEP final year 2014/15. From September 2014/15 it has been replaced by the Higher Education Academy Fellowship accreditation scheme. HR working with RBS to define how research training will be addressed under the HEA scheme.</p> <p>Review annually and measure success with attendance and feedback data from HR.</p>
15	Consult with research staff via ECR Forum on training gaps	2, 3, 4	RBS FPMs, HR, Graduate School	<p>Review 01/02/15 01/08/15</p>	<p>RBS conducted a survey, feedback from which was discussed at ECR forum and informed HR's Staff Research Development Programme 2014/15.</p> <p>Review annually in consultation with ECR forum members.</p>
19	As part of University restructure, ensure research staff, including ECRs are included in faculty-level research and innovation committees	2, 4, 5	URIC and faculties	<p>Completed 31/7/13</p> <p>Review 01/09/15</p>	<p>URIC checked &amp; approved FRIC Terms of Reference. Membership reviewed annually</p>

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20	Continuously develop training for research staff in liaison with Vitae	4, 5	RBS FPMs, Graduate School and HR	Launched 01/09/14  Review 01/08/15 01/08/16	At review dates, progress to be measured by HR attendance and feedback data.
<b>Developing Good Research Practice</b>					
21	Complete programme of mandatory research ethics training	2, 3, 5, 6	RBS FPMs and HR	Completed 31/7/13  Review 01/08/15	Programme of training finalised. UREC agreed training sessions will be faculty-based in the future and led by Faculty Ethics Directors. Admin support to be provided by RBS.  July 2013: 60% of academic staff had completed ethics training since becoming mandatory at its launch 2010-11.  Review annually and measure success with attendance and feedback data.
22	Adopt university policy on Research Data Management and provide training to staff	2, 3	Research Data Management working group  Research and Innovation Committee, HR	Review progress 05/03/15  Final deadline 31/05/15 to comply with EPSRC  Training deadline 31/07/15	A working group surveyed good practice on research data management across the sector and assessed the current status at Northumbria.  Being progressed by Research & Data Management working group, chaired by Pro-VC Research & Innovation.

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23	Update Research Handbook to include guidance on good research practice	3, 5	RBS Policy & Development and HR	Meeting February 2015  Review Feb 2016	Review annually.
24	Update Research Ethics and Governance Handbook to take account of changes since last revision	3, 5	RBS FPMs	Review 01/10/15 01/10/16	Completed September 2013.  Review annually.
26	Review, update and improve Research Careers and Staff Training and Development pages on RBS website.	1, 3	RBS FPMs and RBS Information Systems	Review 01/03/15 01/03/16	Completed September 2012.  Review annually.
27	Develop a mentoring programme to train academic staff as mentors, to ensure all early career staff have access to a trained mentor	1, 2, 3, 4	HR and RBS FPMs	Review 01/07/15 01/07/16	Framework created and Mentoring Framework in place. Completed November 2014  Review annually and measure success with attendance and feedback data from HR.
28	Regular reviews with faculties to revise and identify strategic initiatives to increase research, innovation and impact activities.	2	RBS Research RFPMs with ADR&Is	Monthly	Reviewed at monthly meetings of RBS FPMs, Head of Grants & Contracts and AD R&Is
<b>Monitoring and Improving Our Performance</b>					
30	Support continued development of the university-wide ECR Forum	2, 7	RBS FPMs	Quarterly meetings	ECR Forum was established in March 2013 and meets quarterly in each academic year.  Progress measured by attendance and content of forum meetings.  In 2013-14, 125 ECRs attended Forum meetings.
32	Develop robust mechanism for recording ECR status of all staff, including new recruits	2, 7	HR	Review 01/03/15	Data to be recorded in SAP. The recommendation to appoint form will be updated to include a section on ECR status. AW to prepare

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				01/04/15 for ECR data  Review 01/09/15 01/09/16	definitions to be put to RAG to agree/approve. Move towards recording key details about individual staff to enable ECR assessments to be made based on a variety of criteria. RH taking forward with HR.  HR to provide ECR data by April 2015
33	Take part in 2013 CROS and PIRLS surveys.  Take part in CROS 2015 survey.	1, 2, 7	RBS FPMs	2015 CROS & PIRLS surveys	Surveys ran April-May 2013 with an excellent response rates as follows:  CROS: total of 56 responses (out of potential 80) = 70% PIRLS: total of 139 responses (out of potential 600) = 23.2%  Both represent significant increases on the previous 2011 surveys.  Take part in 2015 CROS & PIRLS surveys with the option of including institution-specific questions.
35	Complete process of Athena Swan accreditation	All principles	RBS Research  HR; relevant Faculties	Resubmit in April or November 2015	Steering group working towards a successful submission for the Bronze Award. (Previous unsuccessful application 2014/15.) Regularly compare this action plan with that of the Athena Swan Bronze Award and ensure best practice is shared across departments and faculties.
36	Review relevance and take-up of leadership attributes programme for researchers	4, 5, 7	HR  RBS Research	Review 01/07/15 01/07/16	HR reviewed evaluations following all leadership programmes. Programmes were then enhanced to suit participants needs. A further two academic development programmes will run 2014/15.  Review annually and measure success with attendance and feedback data from HR.

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39	Review bi-annual Northumbria Staff Survey results following surveys in 2014 and 2016.	2,3,4,5	HR	01/02/15  Pulse survey due Feb 2015  Review 01/07/15  Staff Survey 2016  Review 01/09/16	<p>Feedback provided to University Executive May 2014 and then to staff at end of June 2014</p> <p>All survey results published on University's internal webpages.</p> <p>A Staff Engagement Forum was established in September 2014 and currently meeting monthly. This is open to all staff and so far over 100 staff have been involved. The Forum contributes to the University Action Plan arising out of the staff survey. A pulse survey is planned for February 2015.</p> <p>At review dates, review and measure success with data provided by HR.</p>

**GLOSSARY**

- AD R&Is Associate Deans for Research and Innovation
- CROS Careers in Research Online Survey
- ECR Early Career Researcher
- FRIC Faculty Research and Innovation Committee
- HR Human Resources
- PG HEP Post-graduate Certificate in Higher Education Practice
- PRIP Personal Research and Innovation Plan
- RBS Research and Business Services
- RBS FPMs Research and Business Services Funding and Policy Manager(s)
- REF Research Excellence Framework
- RDM Research Data Management
- UREC University Research Ethics Committee
- URIC University Research and Innovation Committee