



HR Excellence in Research Award

TUoS Action Plan for continued implementation of the UK Concordat to Support the Career Development of Researchers (2016-2018)

Following our four year review, our new action plan seeks to build upon the progress made over the last two years and as such, previous actions that were completed are not re-iterated but are presumed to be maintained.

This action plan will be overseen by the Research Staff Development Committee, who will formally review progress at their meetings (held three times per year). Day to day implementation and progress monitoring will remain the responsibility of those assigned to specific actions.

Action required	Success measure	Deadline	Who	Concordat Principles
The employment journey				
Publicise recruitment checklist developed by the Department of Animal and Plant Sciences, via webpages and AS champions meetings, and Faculty E&D committee meetings.	Use of recruitment checklist across all faculties.	October 2016	FoS E&D Rep HR E&D Team	1 (EU Charter 31)
Policy of +20% of females on shortlist to be adopted across faculties and positive action at recruitment stage to attract wider talent pool.	Increase in female applicants - an increase in the number of females from longlist to shortlist rolled out across all faculties resulting in improved representation of female staff.	July 2018	Faculty E&D committees R&S coordinators/ recruiters within depts.	1 (EU Charter 19)
Unconscious Bias (UB) - Develop and deliver lecture theatre style sessions and departmental targeted workshops. Open to all departments (STEMM/NonSTEMM/Professional Services) to support their AS work.	Raised awareness of UB across all staff in STEMM faculties. Staff involved in recruitment and selection and promotion are aware of bias when making decisions.	October 2016	E&D Team in HR	1,2 (EU Charter 11,28, 31)

A project to look at benefits of open ended contracts for research staff and the putting together of a 'myth-buster' fact sheet on the topic.	The existence of a factsheet based on consultation and evaluation.	April 2017	ECG & HR in MDH	2 (EU Charter 17,18)
Further develop induction practices at local, faculty and institutional level to promote the integration of all staff in to local and institutional communities (regardless of contract type or working pattern).	New practices at faculty / department level.	August 2018	HR Staff Development, RPDT, Departments, Faculties	3 (EU Charter 15,22)
A working group project to explore ways to ensure continuity of access to email and library resources or researchers leaving due to grant cessation.	A formal working agreement between HR, CiCS and the Library to improve the process for ongoing access.	February 2017	R&IS, CiCS, HR, Library, overseen by RSDC	5 (EU Charter 15, 21)
Development and well being				
More accessible and wide-ranging learning resources for PIs/Supervisors to develop people management skills.	A clear and central strand of learning and development resources for PIs/Supervisors which includes both face to face and online learning resources.	December 2017	HR, R&IS, LeTS, Student Services	2 (EU Charter 11, 12, 22)
A project to review the demographic of research staff at the institution with a focus on the proportion of 'long term' researchers. To review current development provision and map to the needs of the cohort.	A report about the demographics of the researcher community. Evidence of a review of support and provision available, particularly to long serving research staff and fitness for purpose.	January 2017	RPDT	3 (EU Charter 12, 13, 20, 22)
Launch of a pan-university '#researchwell' campaign.	Evidence of activity and web-presence related to the campaign.	July 2017	RPDT	6 (EU Charter 13, 16)
Development Everywhere project to review development culture and accessibility of development opportunities for all staff.	Recommendations report to UEB about current culture and potential improvements.	November 2017	Development Everywhere Project Group	3 (EU Charter 12, 22)

Raise the profile of Kroto Research Inspiration (KRI).	An increase in the number of entries to competitions (currently 44 across four competitions). A showcase event that has an increase on the current 45 delegates benchmark.	October 2017	KRI working group	4,5 (EU Charter 9, 12, 22)
Researcher voice				
At least one academic should be named as the champion of research staff within each STEMM academic department (e.g. comparable to the PGR Tutor).	The existence of such a person in each department in the Faculties of MDH, Science and Engineering.	August 2018	Departments, RPDT	3 (EU Charter 11, 30)
Increase of researcher membership of the RSDC from two for five faculties to five for five faculties.	Five researchers on the committee.	December 2016	RSDC	4 (EU Charter 30)
Establishment of a university-wide research staff association.	The existence of a TUoS RSA.	October 2016	Local RSAs, RPDT	4 (EU Charter 30)
Formal, centrally resourced funds for each Faculty for PGRs & RS to arrange researcher-led, development activity, independent of the Think Ahead framework.	The existence of such funds and evidence of how the funds have been used.	April 2018	R&IS	5 (EU Charter 12, 22, 30)
Continue to encourage staff (particularly those on research only contracts) to access Springboard for women and monitor uptake.	Percentage of Springboard participants have a higher promotion success rate than the female eligible pool.	Annually	Springboard Coordinator (monitored by Faculty E&D committees)	6 (EU Charter 12, 19)
Common and equitable practices				
Delivery of the Concordat aligned recommendations of the conversational tour across the institution.	Audit of Departmental/Faculty progress against the recommendations, akin to the approach of the QAA.	June 2017	Led by RSDC	6,7 (EU Charter 16)

Glossary of terms and abbreviations used in the action plan

AS	Athena SWAN
CiCS	Corporate Information & Computing Systems
E&D	Equality & Diversity
ECG	Early Career Group
FoS	Faculty of Science
HR	Human Resources
LeTS	Learning & Teaching Services
MDH	Medicine, Dentistry & Health
PGR	Postgraduate Research Student
PI	Principal Investigator
QAA	Quality Assurance Agency
R&IS	Research & Innovation Services
R&S	Recruitment & Selection
RPDT	Researcher Professional Development Team – university-wide based team of researcher developers
RS	Research Staff
RSA	Research Staff Association
RSDC	The Research Staff Development Committee (http://www.sheffield.ac.uk/ris/other/committees/drdcstandinggroup)
STEMM	Science, Technology, Engineering, Mathematics & Medicine
TUoS RSA	The University of Sheffield Research Staff Association
UEB	University Executive Board