

## RVC Concordat Action Plan and Implementation Strategy 2018 – 2020

|                    |   | Timescale       | Accountable            | Critical Success Measures  |
|--------------------|---|-----------------|------------------------|--|
| <b>Principle 1</b> | <b>Recruitment and Selection</b>  |                 |                        |  |
| <b>i</b>           | <b>Recruitment Process</b> <ul style="list-style-type: none"> <li>- Recruitment data for researchers will be monitored for bias.</li> </ul>   | June - annually | RCWG                   | Where trends or concerns are identified they will be addressed as part of the E+D local action plans |
| <b>ii</b>          | <b>Minimise bias in recruitment decisions</b> <ul style="list-style-type: none"> <li>- Promote new recruitment training for those with some experience but no previous/recent training.</li> </ul>  | June 2019       | HR                     | A trained panel member on each recruitment board and 70% of panel members trained by July 2019       |
| <b>iii</b>         | <b>Enhance induction and probation</b> <ul style="list-style-type: none"> <li>- Bring the line manager induction process on line (see section 4iii for further detail and measures)</li> <li>- Bi-monthly 'meet the RA' coffee sessions will be run and new starters invited to meet the RA and key College Research leads.</li> </ul>  | Dec 2018        | RA and VPRI            | 60% positive response regarding College induction in CROS/RA surveys                                 |
| <b>Principle 2</b> | <b>Recognition and Value</b>  |                 |                        |  |
| <b>i</b>           | <b>Recognition of teaching in Research</b> <ul style="list-style-type: none"> <li>- Further development of the TLiHE course to enhance the relevance of one to one project supervision and teaching.</li> </ul>   | September 2019  | VPRI/VPT/Vet Ed Dept   | Course evaluation shows improved relevance for contract researchers                                  |
| <b>ii</b>          | <b>Recognition of researchers by Professional support teams</b> <p>Ensure Researchers feel better recognised and valued by Professional support teams and promote the support and services available to researchers.</p> <ul style="list-style-type: none"> <li>- Publish lead contacts/contract research champions in HR and Research Office and ensure the support advice is integrated between these two departments</li> <li>- A comprehensive list of FAQs developed with clear signposting as to where to go for advice.</li> </ul> | November 2018   | HR and Research Office | 65% of respondents to the CROS/RA survey feel valued by the RVC                                      |

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| iii                | <b>Action Plan update</b><br><ul style="list-style-type: none"> <li>- In order to communicate to contract researchers that they are valued we will publish 6 monthly updates on the website so that people are aware of the good work that we are doing in line with the Action Plan.</li> </ul>                | Ongoing   | RCWG        | Regular updates of progress against the action plan are clearly detailed on our website.  |
| <b>Principle 3</b> | Researchers are <b>equipped and supported</b> to be adaptable and flexible in an increasingly diverse, mobile, global research environment  |           |             |   |
| i                  | <b>Supporting contract researchers in applying for Research Funding</b><br><ul style="list-style-type: none"> <li>- Promote a workshop specifically for contract researchers interested in writing fellowships.</li> </ul>  | July 2019 | VPRI/RO     | 50% of CROS/RA survey respondents feel supported in grant writing   |
| ii                 | <b>Supporting Principal Investigators in management skills</b><br><ul style="list-style-type: none"> <li>- Revisit the support to PIs to ensure themes coming through from Research surveys are better highlighted<br/>Review our development offering to PIs</li> </ul>  | July 2020 | RCWG<br>HR  | 80% of PIs who participate in development interventions would recommend it to colleagues  |
| <b>Principle 4</b> | <b>The importance of Researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career</b>  |           |             |   |
| i                  | <b>Career development communication</b><br><ul style="list-style-type: none"> <li>- A quarterly newsletter for contract researchers will be trialed. It will cover career development opportunities, funding opportunities, points of contact within HR, Research Office and Researcher Association.</li> </ul> | Nov 2018  | RA          | Increasing engagement with the RA newsletter email CTR (click through rates) and more than 50% of survey respondents find the newsletter useful |
| ii                 | <b>Researcher Alumnus network</b><br><ul style="list-style-type: none"> <li>- We will implement a new process to capture next destinations of alumni in order to build our Alumnus network and promote its utilization by contract researchers.</li> </ul>  | Jan 2019  | HR/RA/VPRI  | The alumnus network will grow to 25 researchers by 2020 and be seen as a useful resource by contract researchers                                |

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| iii                | <b>Improvement of Probation and Appraisal system to support development and career aspirations</b> <ul style="list-style-type: none"> <li>- Bring the induction/probation system on-line to enable reminders, monitoring; linking probation directly to the on-line appraisal process so the transition is seamless</li> <li>- Creation of a guidance document for PI's and researchers covering induction, probation, appraisal and feedback at the end of contract</li> </ul> | Jan 2019                           | HR<br><br>HR (& RO) | 2017/2018 Appraisal rates achieve a target of 60% with sustained or improved completion rates in future years.<br><br>A 75% completion rate of on-line induction/probation forms by July 2020 |
| <b>Principle 5</b> | <b>Researchers Responsibilities</b>   |                                    |                     |   |
| <b>Principle 6</b> | <b>Equality And Diversity</b>   |                                    |                     |   |
| i                  | <b>Athena Swan</b> <ul style="list-style-type: none"> <li>- Set up a series of female and BAME STEM talks in liaison with internal research seminars to enhance confidence and awareness of role models in our research staff</li> </ul>  | July 2020                          |                     | Monitoring of Athena SWAN action plan and achievement of the Silver award by 2021.  |
| ii                 | <b>Publicising support for Welfare</b> <ul style="list-style-type: none"> <li>- Ensure researchers are aware of support for their welfare by publicising the availability of departmental and support staff leads, the employee assistance programme, the employee relations lead, 'dignity at work' advisors and the Researcher Association.</li> </ul>  | Nov 2018                           |                     | 65% of respondents to the CROS/RA surveys are aware of support for their welfare  |
| <b>Principle 7</b> | <b>Implement and Review</b>   |                                    |                     |   |
| i                  | <b>Review</b> <ul style="list-style-type: none"> <li>- Work to increase engagement in future CROS and PIRLS surveys using the learning from how the RA survey was promoted.</li> </ul>  | Leading up to the next CROS Survey | RCWG                | Achieve a >40% response rate in our next CROS survey  |