University of Suffolk – HR Excellence Action Plan

2 Year New Action Plan from June 2019 – June 2021
To support the implementation of The Concordat to Support the Career Development of Researchers

Action Number	Key principles with defined actions and issues to be addressed	Success Criteria	Responsibility for Action	Timescale
PRINCIPLE 1				
1.	Communication and guidance on the promotion criteria for research active staff: Research and teaching Research focused Teaching focused To proactively promote and communicate the promotion criteria to ensure staff are aware of the process and its timeframe, so that staff can prepare themselves for promotion.	Staff feeling confident that there are appropriate opportunities for CPD and career progression. How we will measure it: Minutes of the meetings, workshops, staff presentations, response to staff survey questions about support for career development	Director of Human Resources Director of Research Director of Learning and Teaching School Deans	By 31 July 2020
PRINCIPLE 2				
2.1	Promotion of support available for Researchers taking maternity/adoption/paternity and any other long-term leave. Mentors to support Researchers taking maternity/adoption/paternity and any other long-term leave with the transition back into the workplace.	Increase the uptake of mentors to assist with the transition back into the workplace. 10% (by July 2020) 25% (by July 2021) How we will measure it: 1. Meetings between mentors and mentees 2. Feedback forms will be evaluated	Director of Human Resources Associate Deans - Research	By 30 June 2021

Action Number	Key principles with defined actions and issues to be addressed	Success Criteria	Responsibility for Action	Timescale
PRINCIPLE 3				
3.1	Career support initiatives are fit for purpose and communicated to all Researchers Review University support structures to ensure the best possible support for researchers at all career levels	Impact Case Studies Improved career support resources	Associate Deans - Research Research Development Manager Director of Research Director Human Resources	By 31 July 2020
3.2	Development of case studies of Researcher's profiles on the website Career paths for researchers highlighted	Case studies available on the website	Marketing Research Development Manager Associate Deans - Research	By 31 July 2020
3.3	Increase provision of a range of Leadership and Management Development Opportunities for researchers across all Schools	Data on Leadership and Management Development Opportunities to be provided and reported at all relevant University Committees	Director of Human Resources Director of Research	By 30 June 2021

| 3.4 | The University will continue to offer a range of research career development support, through workshops, online courses and one-to-ones as part of the Research Development Programme | Increasing access to development: Online provision will be one of the ways of increasing access to the Research Development Programme as well as encouraging uptake to 25%.

All Staff will be consulted through Associate Deans for Research on what they want from the research development sessions and what topics they would find helpful so we can offer a more tailored approach.

How we measure it:

Staff appraisals and using learner analytics to monitor what staff are engaging with as well as feedback forms from face-to-face sessions.

How we will measure it:

Attendance and feedback forms | Research Development Manager

Director of Research

Research Administrator

School Deans

Associate Deans - Research | By 31 July 2020 |

| 3.5 | Increase provision for staff development, coaching and mentoring schemes | Increasing access to development: Online provision will be one of the ways of increasing provision for staff development, coaching and mentoring schemes as well as encouraging uptake to 25%.

Associate Deans for Research have a mentoring and coaching role in their Schools.

How we measure it:

Staff appraisals, use of learner analytics to monitor what staff are engaging with.

All Staff will be consulted on what they want from staff development sessions and what topics they would find helpful so we can offer a more tailored approach.

The online provision will be increased. We will use learner analytics to monitor what staff are engaging with. | Research Development Manager

School Deans

Associate Deans - Research | By 31 July 2020 |
| 3.6 | Supportive networking group
Continue to ensure that all new staff members are invited to engage and network with current research active staff | 100% all new staff members will be invited to engage and network with current research active staff

How we will measure it:

Attendance and feedback forms | Director of Human Resources

Research Development Manager

Associate Deans - Research | By 30 June 2021 |

Action Number	Key principles with defined actions and issues to be addressed	Success Criteria	Responsibility for Action	Timescale
PRINCIPLE 4				
4.1	Concordat for public engagement dedicated webpages Continue to support staff to increase their awareness and develop initiatives for sharing impact and public engagement opportunities.	Sharing best practice with all staff Case studies and web pages	Associate Deans - Research Research Development Manager Research Administrator	By 31 December 2019
PRINCIPLE 5				
5.1	To continue to promote the: • Research Development Framework • Concordat to Support the Career Development of Researchers • Concordat for Research Integrity • Concordat for Public Engagement	Increase 100% awareness of the research competency framework and the Concordats How we will measure it: Minutes, workshops, staff presentations	Associate Deans - Research Research Development Manager	By 31 July 2020
PRINCIPLE 6				
6.1.	Unconscious Bias training for members on recruitment panels and ethics committee Encourage all staff, especially with recruitment responsibilities to take the Unconscious Bias training	Increase of staff who have undertaken the Unconscious Bias training 20% (by July 2020) 40% (by July 2021) How we will measure it: Staff appraisals, attendance and feedback forms	Director of Human Resources Associate Deans - Research	By 30 June 2021