

Headings	Sub Headings	Action Points	Progress	Measures of Success	
Recruitment, progression and enhancing the skills of the Technical Community	Recruitment	Review the current recruitment process and tailor to the needs of technicians providing a recruitment checklist.		More successful recruitment of technical staff	
		Review how and where technical roles are advertised and provide guidance on future recruitment campaigns		Increase in application numbers	
		Set up an MI jobsite where all technician roles can be advertised	This was started in November 2020	Better application rates for roles	
		Send out regular links to Technician roles being advertised	This was started in November 2020	More interest in roles being advertised and higher application numbers. Qualitative feedback on improved opportunities.	
		Prepare a set of pre prepared paragraphs and department photos for use in recruitment documentation		Feedback from recruiters and use of documentation in recruitment exercises. Feedback from those recruited externally on the value of documents.	
		Prepare a template CV for technicians to use for internal recruitment purposes		Standardisation of information received for internal recruitment campaigns	
			Ensure that qualifications/experience requirements in role profiles do not disadvantage technical staff		Enable all staff to feel adequately skilled to apply for a role
	Development		Relaunch the skills directory with technician input to emphasise the development opportunities that it presents and incorporate a mentoring process for Technicians		Greater number of technical staff inputting into the skill directory
			Propose a development programme in line with TALENT programme		Take-up of development options
			Collate and record development activity undertaken by technicians		Comprehensive, searchable database available
			Consider the implementation of development plans for technicians to be discussed annually at PDR; provide a template		A development passport that technicians can provide as part of an application for a role or progression
			Consider a secondment process for technicians including wording on internal adverts for roles that may be suitable for secondment opportunities		More technical staff taking up secondment opportunities
			Consider a jobswap/job rotation process for core technicians to enable reskilling and to provide development opportunities		Interest from technical staff and Technical Services Managers in changing roles for a defined period
			Implement a suggested transition skills programme for those wishing to develop their soft skills		Good take up of sessions being offered, measure of usefulness from direct feedback
	Career Progression		Promote outreach activities in schools incorporating Technician as a career pathway		Monitor interest shown in Technician roles when advertised and also work experience placements
			Provide a section on the TechNet website for advice and guidance on career progression including a checklist of potential requirements at each grade		Number of website hits for these pages
			Publish roadmap of technical job roles at the University		Interest from technicians in the variety of roles offered demonstrating potential career progression opportunities
	Admin tasks		Publish technician numbers by category/grade/diversity and monitor/report annually		Report provided annually and published on website
			Implement Technician Job Family by mapping all technicians to a role profile by grade/career pathway and review after four months		Completion of the roll out of the job family and review of those who feel they have been incorrectly mapped onto the career pathway
			Open up Technician Job Family across other University faculties		Interest from non-science departments in being part of the Technician Job Family
			Agree and publish process for the future evaluation of technician roles to include technician input on any evaluation/matching panel		Agreed process for recruitment/regrading of roles. Technical input on the panel as part of the process
			Provide a bank of example job descriptions to aid with recruitment		Finalised page on website of example job descriptions
	Engaging with and recognising the Technical Community	Engaging with Technicians	Continue with regular Twitter Feed as a means of communication		More twitter followers
			Develop website to make it more usable as a source of information for the technical community		Being the go-to source of information for technical staff
			Continue to promote Technician Newsletter and incorporate more features of interest		Greater number of technicians wishing to receive the newsletter
			Set up an online forum via Teams or Facebook		Forum set up and being regularly used by technicians
			Continue with weekly online support meetings		Technicians wishing to continue to meet weekly
Hold regular focus groups/technician meetings to discuss ongoing issues and specific topics to feed into the action plan				More engagement from technical staff	
Set up a subgroup/working groups to involve Technicians to work on specific parts of the action plan				Technical staff wanting to input to the action plan and coming forward with ideas and feedback which are incorporated in plan updates.	
Revise and update the Brochure				A follow on, revised brochure which updates on areas outlined in the previous version and introduces new areas from this forward look action plan	
Hold a mini conference for Technicians across the science faculty to encourage networking/collaborations				Technical staff wanting to take part	
				Simplify application for, and relaunch, the Professional Registration Fund (PRF)	
		Encourage case studies of how the PRF has helped others and request input from staff who are members of professional organisations		Published case studies and information available on website	

	<b>Recognising Technicians</b>	Implement process for supporting award nominations		More award nominations
		Publicise awards on website and twitter		Page with information available and dates for submission which is used by technical staff and their managers
		Look at other types of awards for Technicians		Variety of awards available which recognises technical staff from all areas
		Discuss and consider other methods of recognition with technicians		Variety of reward methods, both monetary and non monetary which recognised input from technical staff in all areas
		Encourage technical membership at University/Department committees/meetings Ask for input from academic and research and teaching staff on how they value their technical colleagues and how they might wish to recognise them in the future		Greater number of technicians on committees and attending meetings to have a meaningful input into matters affecting them Acknowledgement of technician input by academic and research and teaching staff
<b>Visibility of the Technical Community</b>		Run annual events for Technicians including updates and showcasing opportunities		Greater attendance and more technicians wanting to take part
		Continue with regular Steering Group Meetings feeding in input from technicians		Regular input from technicians feeding into Steering Group Agenda items
		Prepare a University video showcasing the work of Technicians to be used for promoting careers and also for recruitment		No of times a video may be used to promote and showcase technical work
		Update induction processes to include introductions to the work of technicians		Department inductions to include an introduction to the work of the technical staff in the department - lead to more awareness on who the technical staff are and what they do.
		Apprenticeships for new technicians and retention and development of current technicians		A scheme for recruiting apprentices across all areas of the faculty
		Consider a more formal science faculty work experience placement scheme for schools		Better experience for school children and technical staff of work experience
<b>Technicians voice in an HE Environment</b>	<b>Research Environment</b>	Consider the culture in the research environment from the technicians perspective		More technicians starting to feel valued by their colleagues
		Note, record and publicise the number of citations for Technicians		A record outlining citations held on the TechNet website
		Work with R&IS on funder requirements and acknowledgement methods for Technicians		TechNet website page publicising the requirements of funders for technician input
		Attend department meetings to publicise the need for fair attribution and monitor		Acknowledgement from academic staff of the technician input
	<b>Teaching Environment</b>	Consider the culture in the teaching environment from the technicians perspective		More technicians starting to feel valued by their colleagues
		Look at ways of working to adapt/change teaching practices and methods.		Technicians feeling they have made a difference and been heard
		Encourage teaching staff to discuss methods of teaching practices with technicians to get their input on best practice		To incorporate changes to teaching practices which have been proposed by technical staff
	<b>Technicians Voice</b>	Work with departments and governance to encourage and enable Technician input on Committees		More technicians on University and Departmental level committees
		Attend/input to University Research and Teaching Committees to discuss Technician Commitment with research and teaching staff		Acknowledgement of the Technician Commitment by academic staff
Propose a model for a positive way of interacting with research and teaching colleagues			Technical staff to outline how they would like their colleagues to interact with them and for this to be adopted	
Work to get Technician Commitment updates on Department Meeting Agendas			Regular updates to all staff on the Technician Commitment	
<b>Support mechanisms for our technical community</b>	<b>General Support</b>	Provide support pages on TechNet website to cover recruitment, careers advice, recognition.		Positive feedback from staff
	<b>Mental Health and Wellbeing</b>	Work with ED&I on Mental Health issues in the technical community to include: Sessions on mental health awareness and wellbeing; mental health awareness day for technicians; mental health subgroup or contracts within the technical community		To provide support pages and information that is useful to technical staff and that they feel comfortable discussing this topic and supporting their colleagues in this area in the future