

Technician Commitment Two Year Action Plan and Timeline 2018/19-2019/20

Aim		Lead	Actions	Target Date
Sustainability				
S1	Establish a Technical Managers group.	DDR Science and Health with HR Equality and Diversity Group	a) Agree membership, terms of reference, and set meeting dates for 2018/19.	February 2019
S2	Review job descriptors and evaluate consistency of grade boundaries.	HR	a) Review consistency of job descriptors against the work undertaken by technicians. b) Analyse current grading to compare similar roles across departments and across protected characteristics. c) Develop standardised job titles and job descriptions for departmental technicians that show clear progression routes. d) Consider the benefits of transitioning existing technicians onto the standardised job titles and/or descriptions, and do so where deemed appropriate.	March 2019
S3	Review Technicians Commitment action plan.	Technical Managers Group	a) Network with contacts at other signatory institutions and the Gatsby Foundation regarding best practice. b) Review best practice of other universities as to which committees technicians are represented on. c) Evaluate and update action plan if required.	January 2020
Visibility				
V1	Set up an email list of all departmental technicians, and one for all departmental technical managers.	HR	a) Set up lists that will initially be maintained and kept up-to-date manually by using technical staff list generated through an HR report.	Monthly up-dates until automatic system in place
			b) Use standardised job titles once in place to identify technical staff and managers automatically through iTrent.	June 2019
V2	Encourage use of the current opt-in technician mailing list for sharing advice, equipment and expertise.	Technical managers	a) Lead by example in using the list, and encouraging technical staff to utilise it.	Ongoing

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V3	Promote the benefits of having access to the extensive technical skills our technicians offer.	Technical Managers Group	a) Liaise with CER to develop a higher profile for technicians by showcasing the benefits they provide to student experience and research capabilities. Looking to increase visibility in Essex Weekly, Essex Spirit, prospectuses, and through the website.	August 2019
V4	Encourage the inclusion of technician's names on research papers to which they have contributed their skills.	DDR Science and Health	b) At Faculty Steering Group and Faculty Research Committee include updates on the Technicians Commitment work being undertaken at the University, including a reminder about the inclusion of technicians on research papers.	Ongoing
V5	Improve representation on University committees	Technical Managers Group	a) Ensure technicians are represented on committees listed in the Research Facilities Review and approved by USG. b) Monitor inclusion levels of technicians in departmental meetings, and encourage HoDs to utilise this professional technical knowledge available in their decision making processes.	Ongoing
V6	Create University awards specifically for technical staff.	HR	a) Include a category for technical staff within the existing Excellence in Education Awards.	March 2019
			b) Hold a workshop for technicians to assist with applications for Excellence in Education Awards.	May 2019 and May 2020
Recognition				
R1	Source funding for technicians to apply for professional recognition.	Executive Dean Science and Health	a) Ring-fence funding for Science and Health technicians registration fees for 2018/19 and 2019/20.	February 2019
		Executive Dean Humanities	b) Ring-fence funding for East 15 technicians registration fees for 2018/19 and 2019/20.	February 2019
R2	Promote availability of funding and the benefits of professional registration to technicians.	DDR Science and Health	a) Announce availability of support and funding for professional registration.	February 2019
		Technical managers	b) Inform and remind staff of process and benefits for applying for professional registration.	March 2019
R3	Provide support with applications for professional registration for technicians.	HR	a) Run workshops supporting with the application process.	March 2019

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R4	Provide support with the professional services annual review process (for bonuses and increments) for technicians who gain professional registration.	HR	a) Run workshops on how to feed gaining professional registration into applications made to the annual review process.	March 2020
Career Development				
C1	Ensure time and budget is allocated for technicians' personal development.	HoDs	a) Ring-fence funds in DOB for staff training for technicians. b) Ensure all line managers of technicians are aware of the funding available.	February 2019 and February 2020
		DDR Science and Health	c) Hold a meeting with the line managers of technicians to discuss staff development, reviewing technical team resilience, ring-fenced training budgets, support available for appraisals, and a possible induction for new technical managers.	March 2019
C2	Run training and networking workshops for technicians twice a year.	HR / DDR Science and Health / Technical Managers Group	a) Plan and hold sessions around subjects such as health and safety, risk assessments, LEAN training, fire safety, procurement and disposal. Directly followed by networking opportunities.	July 2019 December 2019 July 2020 December 2020
C3	Provide ongoing support for technical managers to develop line management skills.	HR / Faculty Manager for Science and Health	a) Survey technical managers regarding areas they wish to be supported in. b) Deliver targeted training sessions on delivering staff appraisals, line management skills, and other areas identified through survey.	Ongoing