

## University of Edinburgh Action Plan to Implement the Concordat to Support the Career Development of Researchers - External

Action Plan Headline: & Concordat Theme	Task/Action	Timescale	Key contacts
<b>Research Staff Population and Destination Data:</b>			
<b>Employment</b>	<p>Improved understanding of our research staff population will underpin all our Concordat responses. A new core system is being implemented at the time of writing and will enable us to gather improved HR Data so we have increased clarity about the:</p> <ul style="list-style-type: none"> <li>• Contract start and finish dates</li> <li>• Career stage of our research staff</li> <li>• Number of contracts held by fixed-term staff</li> </ul> <p><b>Deliverable:</b> A demographic summary of our research staff. This will provide us with a baseline against which to measure demographic impacts of the Concordat.</p>	Year 2	HR
	<p>Improved processes and engagement in redeployment support is part of our strategy to address career sustainability. We will improve support for staff using our “Talent Register”.</p> <p><b>Deliverables:</b> A new resource on effective use of the Talent Register written for researchers and their managers. Effective dissemination by schools and centres with support through the Postdoc Champion network.</p>	Year 1	HR, IAD & Schools
<b>Environment &amp; Culture</b>	<p>We will formalise links with groups looking at Research Culture, providing improved data on research staff.</p> <p><b>Deliverable:</b> Cross-committee representation, including with Equality, Diversity and Inclusion (EDI) Committee.</p>	Year 1	REIRG EDIC
<b>Professional &amp; Career Development</b>	<p>We will support the career development and visibility of our research staff by increasing support to create effective and up-to-date online profiles.</p> <p><b>Deliverable:</b> New training and guidance on online profiles and presence.</p>	Year 1	IAD, PURE team & Schools

Note that where the timescale says “Year x” this indicates expected deliverables; where it says “from Year x” this indicates foundation work to prepare for future deliverables

<b>Better Information for Researchers:</b>			
<b>Employment</b>	<p>To ensure all research staff receive consistent, high quality information throughout their contracts we will review material provided to researchers at Inductions, P&amp;DRs and during contract duration using the postdoc champions network established in year 1. This will identify inconsistencies and develop best practice materials and exemplars and include training for Research Staff on their rights and responsibilities and support for moving between roles (redeployment). The materials will be co-created with schools and centres through the Postdoc Champion network.</p> <p><b>Deliverables:</b>            A new “Research Staff Hub” to facilitate access to information for research staff, their managers and their supporters across the institution.            Revised and expanded “Get Connected” induction resources.            Materials to support P&amp;DR conversations.            Clarity about Rights and Responsibilities in an updated “Code of Practice for the Management and Career Development of Research Staff”.</p>	Year 2	IAD, EI, Schools and Postdoc Champions
<b>Environment &amp; Culture</b>	<p>We will improve access to information to support wellbeing in research, initially through better signposting, then through building stronger links with the Student Wellbeing team to minimise inconsistencies between student and staff support.</p> <p><b>Deliverable:</b> Wellbeing resources section in Research Staff Hub.</p>	From Year 1	IAD and Director of Student Wellbeing
	<p>We will improve communication, engagement and coordination with research staff through the development of a central single point of contact and information.</p> <p><b>Deliverable:</b> Research Staff Hub</p>	Year 1	IAD, ERO, EI and other relevant services
	<p>We will ensure strong local support for staff through the appointment of Postdoc Champions (both academic and professional services) in all Schools. This will also improve dissemination of information, support for local events, and connect work to improve research culture.</p> <p><b>Deliverable:</b> Named Postdoc Champion in every school or centre.</p>	Year 1	Schools/ Centres
	<p>We recognise the diversity of our research staff population and will engage with groups with specific individual circumstances, ensuring they are represented and supported. These groups include</p> <ul style="list-style-type: none"> <li>• International researchers</li> <li>• Part-time researchers</li> <li>• Mid-career researchers</li> </ul>	Year 2	Concordat Implementation Group (CIG) and Research Staff Society Networks

Note that where the timescale says “Year x” this indicates expected deliverables; where it says “from Year x” this indicates foundation work to prepare for future deliverables

	<ul style="list-style-type: none"> <li>• Career Research Specialists (statisticians, programmers, trials)</li> </ul> <p><b>Deliverable:</b> Representation from all research staff groups on Concordat Implementation Group.</p>		
<b>Professional &amp; Career Development</b>	<p>We will develop resources to help research staff to be proactive and take control of own careers, including support with mentoring, commercialisation and to follow diverse career paths. This work will be done in partnership with Research Staff Societies so that diverse career paths and interests are included. Where possible, this work will be done collaboratively with other institutions and made widely available.</p> <p><b>Deliverables:</b> Strengthened and updated Careers resources. Extension of Careers Consultant provision. Clearer links to Edinburgh Innovations support for research staff.</p>	Year 1	IAD & Research Staff Society Networks
<b>Research Staff Societies / Network – University Level:</b>			
<b>Employment</b>	<p>Through our Concordat Implementation Group, we will build closer connections between Research Staff Societies and HR to provide insights into research staff experiences.</p> <p><b>Deliverable:</b> Research staff society and HR representation on Concordat Implementation Group.</p>	Year 1	CIG & Research Staff Society Networks
<b>Environment &amp; Culture</b>	<p>Once post-COVID campus life becomes more settled, we will identify dedicated space for societies and research staff to use for training, social events and network meetings.</p> <p><b>Deliverable:</b> Spaces for priority or exclusive use by and to support Research Staff.</p>	Year 3	CIG and Schools
<b>Professional &amp; Career Development</b>	<p>We will work with existing and emerging research staff networks to develop and enhance their remits, thus providing new leadership opportunities to researchers. These will include representation on internal (School/College/University) committees where they will to provide views and feedback on the research environment and working with them as co-creators of training and other events.</p> <p><b>Deliverable:</b> Research staff representation on key University committees and groups, including Research Policy Group.</p>	From Year 1	IAD, EI, Research Staff Society Networks & Deans of Research
<b>Recognition:</b>			
<b>Employment</b>	<p>Our new Research Staff Hub will provide a central point from which to identify and cascade best practice and eliminate inconsistencies in employment practices.</p>	Year 1 (virtual)	HR & IAD

Note that where the timescale says “Year x” this indicates expected deliverables; where it says “from Year x” this indicates foundation work to prepare for future deliverables

	<p><b>Deliverables:</b>  A new “Research Staff Hub” to facilitate access to information for research staff, their managers and their supporters across the institution.  Revised and expanded “Get Connected” induction resources.  Materials to support P&amp;DR conversations.  Clarity about Rights and Responsibilities in an updated “Code of Practice for the Management and Career Development of Research Staff”.</p>		
<b>Environment &amp; Culture</b>	<p>Our new Research Staff Hub will highlight Research Culture initiatives and improve connectivity with the research staff community. It will also help to promote an Innovation Culture across the institution with clearer links to Edinburgh Innovation.</p> <p><b>Deliverables:</b>  Research Staff Hub will include Research Culture activities and resources.  Connectivity with schools and centres through the Postdoc Champion network.</p>	From Year 1	IAD & Schools via Postdoc Champions
<b>Professional &amp; Career Development</b>	<p>We will improve information on career paths and support for researchers to help them progress onto the fellowship route, into academic roles or into other careers.</p> <p><b>Deliverables:</b>  Strengthened and updated Careers resources.  Extension of Careers Consultant provision.</p>	From Year 1	IAD
	<p>We will produce profiles of research staff who have taken leadership roles to increase engagement and awareness of opportunities.</p> <p><b>Deliverable:</b> Online profiles of research staff in leadership roles.</p>	From Year 1	HR , IAD & Schools
<b>Better Information for Managers:</b>			
<b>Employment</b>	<p>We will produce a new training and information resource for the managers of researchers to help them navigate relevant processes and policies. This will include responsibilities and expectations around recruitment practices, good mental health and wellbeing, flexible working requests, bullying, equality, diversity and inclusion.</p> <p><b>Deliverables:</b>  Online resources and training provision for managers of research staff.  Co-creation with schools and centres through the Postdoc Champion network.</p>	From Year 1	HR , IAD & Schools and Colleges
<b>Environment &amp; Culture</b>	<p>We will raise awareness of bullying and harassment policies and wider support to improve research culture through our Research Staff Hub.</p> <p><b>Deliverables:</b></p>	From Year 1	HR, IAD & University EDI committee

Note that where the timescale says “Year x” this indicates expected deliverables; where it says “from Year x” this indicates foundation work to prepare for future deliverables

	Research Staff Hub will include relevant activities and resources. Clarity about Rights and Responsibilities in an updated "Code of Practice for the Management and Career Development of Research Staff".		
<b>Professional and Career Development</b>	We will develop resources to support PIs and managers to have meaningful conversations about all the career paths open to research staff and build their awareness of the careers support provision available to research staff, including that from Edinburgh Innovations.  <b>Deliverable:</b> Career Conversations resource for PIs and managers of research staff.	Year 1	HR , IAD & EI
<b>Contracts:</b>			
<b>Employment</b>	In line with our anti-casualisation campaign, we will look for mechanisms to reduce long-term employment on short fixed-term contracts.  <b>Deliverables:</b> A new resource on effective use of the Talent Register written for researchers and their managers. HR representation on the Concordat Implementation Group. Edinburgh Innovations work on consultancy centres to be highlighted through Research Staff Hub.	From Year 1	HR & IAD
<b>Environment &amp; Culture</b>	Through governance and reporting, we will ensure that Concordat actions, practices and policies are embedded into University practices; connected to other frameworks and charters affecting research environment and culture, including Athena SWAN, the Research Integrity Concordat and others.  <b>Deliverables:</b> Representation on the Concordat Implementation Group of staff in HR, EDI, Research Integrity, Information Services and other relevant roles. Using Outcome Agreement process to embed and align Concordat activities.	From Year 1	CIG/Strategic Planning/ Research Policy Group
<b>Professional and Career Development</b>	We will ensure all research staff contracts include explicit reference to 10 days training and development. Our new People and Money system will make it easier for research staff to manage their training and development.  <b>Deliverables:</b> Amendments to research staff contracts to include explicit reference to 10 days training and development. Clearer signposting on development opportunities in People and Money interface. Research Staff Hub will include training and development exemplars.	Year 2	HR, IAD & Schools

Note that where the timescale says "Year x" this indicates expected deliverables; where it says "from Year x" this indicates foundation work to prepare for future deliverables