HR Excellence In Research - University of Sussex Concordat Implementation Plan 2017 – 2021

(A glossary of terms is provided at the end of this document)

Action Number	Concordat Principle(s)	Action	Action status	Involvement (lead in bold)	Success Measure	Timescale
1	All	Scope a comprehensive 'Researcher Development Strategy' to set out the commitments, expectations and provision for supporting researchers across the whole research career span	New	**HR, RSO,** Schools, Relevant Committees	Researcher Development Strategy defined and published. Associated business case agreed and delivery structures implemented.	September 2019
2	Recruitment and Selection	Review alternative approaches to fixed-term contract management implemented at other HEIs and broader sector. Produce report and recommendations based on review.	carried forward from 2015-17	**RSO**	Review conducted and report and recommendations received and considered by RSWG and Parent Committees. Subsequent actions identified and agreed.	July 2018
3	Recruitment and Selection	Increase awareness and uptake of start of contract discussions by: Communicating data to Schools regarding current level of take up and benefits of discussions reported by researchers Provide examples of Schools that have successfully implemented start of contract discussions. Include guidance for start of contract discussions in new PI leaflet (action point 4)	New; building on 2015-17 plan	**RSO**, Schools, PIs	Increased uptake of start of contract discussions as measured by repeat of the 2016 survey questions, double to 60% by May 2019, increase to > 90% by May 2021	May 2019
4	Recruitment and Selection	Production of leaflet for PIs on key information and resources for research staff management. Leaflet to be given to PIs at point of receiving shortlisting documentation when recruiting a researcher. Hardcopy in 2017, with pdf available on PI webpages and in e-recruitment once University system migrated.	New	**RSO,** HR	Leaflet developed, approved by RSWG and HR Committee and embedded into recruitment processes. Increased uptake of start of contract discussions (as per action point 3). TJAactio96 T2 57.48 3/F5 9.!	

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13	Recognition and Value	Develop a template for Research Staff to self-record teaching activity as an interim measure in lieu of new student record system being delivered. Consideration of template for feedback from students supervised by research staff. RSWG to make formal recommendation to student record system project to ensure incorporation of teaching records for RFs into the system specification.	New, Building on 2015-17 plan			

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16	Recognition and Value					

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22	Support and Career Developme nt	Best practice review followed by establishment of leadership development				

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26						

Action Number	Concordat Principle(s)	Action	Action status	Involvement (lead in bold)	Success Measure	Timescale
30	Diversity and Equality	Evaluate success of University sponsorship of Daphne Jackson Fellowships and investigate alternative (in-house) options for offering fellowships for researchers returning from a career break.	Carried forward from 2015-17 plan	**Athena SWAN SAT,** RSO, HR	(i) Evaluation report of the University Sponsorship of Daphne Jackson Fellowships considered by SAT and University Executive Group. (ii) Future model for University sponsorship of returners fellowships is agreed, resourced and implemented (iii) New cohort of Fellows successfully recruited.	July 2018
31	Diversity and Equality	Introduce a mandatory Equality & Diversity online training package for all members of Sussex staff	New	**HR, SDU**	All current staff have completed mandatory E&D training. Process in place to ensure new starters complete the training as part of probationary process. Improvement in Equality & Diversity related responses to staff survey and CROS	July 20123.42 69.

		- Exploration of visit to European partner institution(s) to share researcher development practice - Reps and Postdoctoral Network engagement with UK Research Staff Association			Presentations of UoS activity at conferences and networking events. Invited talks and/or requests for advice/input on external initiatives.	

GLOSSARY OF TERMS

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