

Technician Commitment Action Plan

The University of Portsmouth has backed a pledge to support our technical staff by joining the [Technician Commitment](#), an initiative aimed at ensuring visibility, recognition, career development and sustainability for Technicians working across all disciplines in higher education and research.

As a signatory, the University has worked collaboratively via a Technician's Commitment Steering Group (TCSG) consisting of Senior Technicians, Faculty Managers and representatives from Learning & Development. The TCSG worked together to self-assess and develop this Action Plan and will monitor the progression and implementation of actions.

The Commitment includes 4 key areas:

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Visibility
Ensure that Technicians within the organisation are identifiable and that the contribution of Technicians is visible within and beyond the institution.
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Recognition
Support Technicians to gain recognition through professional registration and external award schemes.
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Career Development
Enable career progression opportunities for Technicians through the provision of clear, documented career pathways.
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Sustainability
Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised.

Overview of Action Statements

It is acknowledged that we have a diverse community of technical staff with a range of specialised, expert knowledge and skills and not all of the outlined action statements will be practicable for everyone. What might be beneficial in one area may not be equally beneficial in another and local priorities will need to be taken into consideration.

No.	Action Statements
1	<u>Design and develop a dedicated set of webpages to support the Technician community</u>
2	<u>Encourage Technician contributions at University conferences and events</u>
3	<u>Support Technician involvement in outreach and fieldwork opportunities</u>
4	<u>Promote Technician visibility in University marketing materials</u>
5	<u>Explore increased Technician participation in networking and conference opportunities</u>
6	<u>Maintain TCSG to review and drive forward the action plan</u>
7	<u>Support Technicians, where appropriate, in HEA Associate Fellowship & Fellowship applications</u>
8	<u>Promote University 'VC Awards for Excellence' through Technician networks</u>
9	<u>Develop an Attribution and Recognition Policy for Technician contributions to research</u>
10	<u>Integrate Apprenticeship opportunities to support career progression</u>
11	<u>Promote Degree Apprenticeship opportunities to technical staff</u>
12	<u>Develop career progression pathways for all technical staff</u>
13	<u>Establish clear and consistent technical roles and structures across faculties</u>
14	<u>Promote relevant secondment opportunities for the technical community</u>
15	<u>Create opportunities for Technicians to share knowledge and best practice across faculties</u>
16	<u>Support digital skills enhancement for Technicians</u>
17	<u>Provide opportunities for Technicians to develop staff supervision, and management and leadership skills</u>
18	<u>Encourage Technician participation in the Cross Institutional Mentorship Scheme</u>
19	<u>Rotate Grade 3 Technicians to experience a variety of work undertaken in different areas</u>
20	<u>Host T Level students to support talent development and succession planning</u>
21	<u>Promote technical careers in local schools and colleges, and amongst graduates</u>

Action 1

Design and develop a dedicated set of webpages to support the Technician community

Working with our Technicians, design and develop a digital space, with potential to create a Technicians network for our community of Technicians featuring Technicians' profiles, including their expertise, achievements, specific development opportunities, and contributions to projects.

Supporting Actions Required:

Set up a working group of Technicians and provide appropriate training to support the creation and maintenance of an accessible webpage. Define aims and objectives of a Technicians network and identify benefits.

Success Measure:

Webpage analytics data & active engagement in a Technicians network.

Stakeholders:

TCSG / Comms / Technical Staff Working Group (TBC)

Commitment areas:



Visibility



Career Development

Action 2

Encourage Technician contributions at University conferences and events

Technicians of all grades to be actively encouraged to be involved in presenting at events such as faculty showcases, Learning & Teaching or Research & Innovation conferences.

Supporting Actions Required:

Ensure that guidance and documentation relating to the PDR process and ongoing development conversations prompts these discussions.

Success Measure:

Technicians presenting at events.

Stakeholders:

L & D / TCSG

Commitment areas:



Visibility



Career Development

Action 3

Support Technician involvement in outreach and fieldwork opportunities

Technicians supported and encouraged to take part in outreach opportunities and participate in fieldwork exercises (where possible).

Supporting Actions Required:

Inform Technicians of all outreach and fieldwork opportunities and encourage engagement in supporting the creation of the content.

Success Measure:

Technicians completing outreach activities and/or attending fieldwork.

Stakeholders:

Technical Managers

Commitment areas:



Visibility



Career Development

Action 4

Promote Technician visibility in University marketing materials

Ensure that Technicians continue to feature on the University website more broadly and in organisation prospectuses and marketing materials following a campaign to gather footage of Technicians at work in the University.

Supporting Actions Required:

Create and integrate content on current webpages regarding technical staff and their input into teaching, research and innovation across the University.

Success Measure:

Content being displayed and webpage analytics data.

Stakeholders:

TCSG / Marketing

Commitment areas:



Visibility

Action 5

Explore Increased Technician Participation in Networking and Conference Opportunities

Explore the possibility of increased participation at both internal and external networking events and attendance at conferences, where possible. Explore the options available to create a central fund to support requests from across all Faculties in the future.

Supporting Actions Required:

Identify opportunities to encourage and motivate staff to participate in events and possibly present. Where staff are not confident, offer a 'buddy' system and development to build upon this. Support the mindset change that they are part of these opportunities.

Success Measure:

Staff attending networking or conference events.

Stakeholders:

TCSG / HR

Commitment areas:



Visibility



Career Development

Action 6

Maintain TCSG to review and drive forward the action plan

Maintain the Technician Commitment Steering Group (TCSG) and schedule regular meetings to assess progress against the action plan and ensure that it reflects changes internal and external to the institution. Ensure the steering group is reflective of the UoP Technical Community.

Supporting Actions Required:

Plan and schedule regular meetings with clear agenda, action setting, minutes and membership review.

Success Measure:

TCSG meetings are held regularly with good attendance and representation.

Stakeholders:

TCSG

Commitment areas:



Visibility

Action 7

Support Technicians, where appropriate, in HEA Associate Fellowship & Fellowship Applications

Encourage and support technical staff in applying for HEA Associate Fellowship & Fellowship through identification and targeted support of appropriate technical staff. Collate and share case studies.

Supporting Actions Required:

Provide technical staff line managers with guidance on how to support applications and discuss opportunities for development within PDRs.

Success Measure:

Increased registration and completion of course

Stakeholders:

Technical Managers / L & D

Commitment areas:



Recognition



Career Development

Action 8

Promote University 'VC Awards for Excellence' Scheme through Technicians networks

Review University 'VC Awards for Excellence' Scheme to ensure that there are categories that technical staff are eligible for. Actively promote the awards through the Technicians networks and encourage applications.

Supporting Actions Required:

Work with HR and Marketing to ensure the award categories and assessment criteria are inclusive of technical staff. Liaise with faculties to promote the awards as an opportunity to recognise Technicians' contributions.

Success Measure:

Increase in nominations of technical staff

Stakeholders:

TCSG / HR / Marketing

Commitment areas:



Visibility



Recognition

Action 9

Develop an Attribution and Recognition Policy for Technician contributions to research

Explore the development of an Attribution and Recognition Policy that will evidence how Technicians' contribution to research is recognised.

Supporting Actions Required:

Work in collaboration with the Associate Dean (Research & Innovation) to establish improved policies and practices around technical recognition.

Success Measure:

Technicians receiving recognition via methods such as being named on grants, research papers etc as co-authors or acknowledgements.

Stakeholders:

TCSG

Commitment areas:



Visibility



Recognition

Action 10

Integrate Apprenticeship opportunities to support career progression

Integrate Apprenticeship opportunities to support progression between grades and entry level roles.

Supporting Actions Required:

Create technical Apprentice job descriptions for each faculty and establish funding to support these posts to become available. Find Apprenticeship providers for the appropriate frameworks.

Success Measure:

Appointing technical apprentices across the University.

Stakeholders:

HR / Technical Managers

Commitment areas:



Sustainability



Career Development

Action 11

Promote Degree Apprenticeship opportunities for technical staff

Explore barriers to engagement of technical staff on Degree Apprenticeship courses and where appropriate promote and encourage technical staff to enrol on a Degree Apprenticeship course.

Supporting Actions Required:

Via PDRs technical staff can discuss with their line manager the opportunity to participate in a degree apprenticeship identifying and considering any barriers to participation. Managers will review requests in order to make a fair and equitable decision.

Success Measure:

Increase in staff registrations and completions.

Stakeholders:

HR / L & D / Technical Managers

Commitment areas:



Sustainability



Career Development

Action 12

Develop career progression pathways for all technical staff

Commence a project to develop 'Career Pathways' that will clearly identify career progression opportunities for all technical staff.

Supporting Actions Required:

Via PDRs technical staff need to identify the roles that they are aspiring to achieve and the managers will support development, mentoring and shadowing opportunities as appropriate.

Success Measure:

Demonstrable examples of progression either via internal promotions or external opportunities. This will be monitored within individual faculties.

Stakeholders:

L & D / Technical Managers

Commitment areas:



Sustainability



Career Development

Action 13

Establish clear and consistent technical roles and structures across faculties

Ensure that technical roles and structures are clearly defined in each faculty, with consistency in competencies and titles.

Supporting Actions Required:

Review of job descriptions and structure to ensure a faculty led approach and consistency across the roles.

Success Measure:

Implementation of best possible structure to support faculty activities (e.g. Teaching, Research and Innovation) and updated Job Descriptions & contracts issued.

Stakeholders:

HR / Technical Managers / TCSG

Commitment areas:



Career Development

Action 14

Promote relevant secondment opportunities for the technical community

Where possible, further promote relevant secondment opportunities to the technical community.

Supporting Actions Required:

Managers to ensure excellent communication channels for opportunities and provide support for secondments (where possible).

Success Measure:

Increase in supported secondment opportunities.

Stakeholders:

L & D / Technical Managers

Commitment areas:



Sustainability



Career Development

Action 15

Create opportunities for Technicians to share knowledge and best practice across faculties

Develop a suite of 'open day' events and internal workshops for Technicians to visit and explore other faculties' technical environments, share good practice and develop transferable skills.

Supporting Actions Required:

Create a working group to develop a programme of events. Consider and design a range of opportunities in collaboration with faculties. Set up events and actively promote to the Technical community.

Success Measure:

Active participation in events with positive feedback and identifiable benefits to the technical community.

Stakeholders:

L & D / Technical Managers

Commitment areas:



Sustainability



Career Development



Visibility

Action 16

Support digital skills enhancement for Technicians

Encourage and support technical staff to enhance digital skills to assist academic staff and students with the development of technology enhanced learning resources, thus offering a wider range of career progression opportunities.

Supporting Actions Required:

Identify and promote appropriate development activities to enhance digital skills. This may include job shadowing and/or internal development courses.

Success Measure:

Active participation in activities that enhance digital skills. Positive feedback from academic staff and students.

Stakeholders:

L & D / Technical Managers

Commitment areas:



Sustainability



Career Development



Visibility

Action 17

Provide opportunities for Technicians to develop supervisory, management and leadership skills

Support our technicians to develop staff supervision and, management and leadership skills for professional development and career progression.

Supporting Actions Required:

Promote internal development courses that are available on our Learning and Development webpages.

Success Measure:

Increase in staff participation and completions.

Stakeholders:

L & D / Technical Managers

Commitment areas:



Sustainability



Career Development

Action 18

Encourage Technician participation in the Cross Institutional Mentorship Scheme (CIMS)

Promote and encourage technical staff to join the [CIMS](#).

Supporting Actions Required:

Investigate process to enrol in the Scheme and ensure all Technicians are made aware of the opportunity to either mentor or be mentored.

Success Measure:

Staff participating in programme.

Stakeholders:

L & D / Technical Managers

Commitment areas:



Sustainability



Career Development



Visibility

Action 19

Rotate Grade 3 Technicians to experience a variety of work undertaken in different areas

Rotate Grade 3 technical staff to different areas of the faculty to gain exposure to a wider variety of work undertaken and possible career pathways in other disciplines.

Supporting Actions Required:

Look at viability of cross faculty or University initiative, then develop structure and timings for rotations to take place.

Success Measure:

Implementation of rotation structure if found to be viable.

Stakeholders:

Technical Managers / HR

Commitment areas:



Sustainability



Career Development

Action 20

Host T Level students to support talent development and succession planning

Host T Level students to support succession planning, development and the harnessing of talent.

Supporting Actions Required:

Opportunities to be identified and ensure support mechanisms are in place to host T Level students.

Success Measure:

Number of T Level students hosted and higher level of completions.

Stakeholders:

Technical Managers / HR

Commitment areas:



Sustainability



Career Development



Visibility

Action 21

Promote technical careers in local schools and colleges, and amongst graduates

Work with the UoP Outreach team and Graduate Employability Service to ensure that technical roles are promoted as a career choice in local schools and colleges and amongst graduates.

Supporting Actions Required:

Review and develop promotional materials on technical career pathways and offer work experience for local Year 10/ 12 students. Work with Graduate Employability Service to promote technical opportunities.

Success Measure:

Number of work experience placement students.

Stakeholders:

Recruitment and Outreach / HR / Technical Managers

Commitment areas:



Sustainability



Career Development



Visibility