

Technician Commitment Action Plan	June 2018	Who	PHASE 1						PHASE 2						PHASE 3	Status (RAG)	
			Jun-18	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19		Jul 19 - Jun 20
<b>Overarching Actions</b>																	
Establish top-level support with Technician Champion		SP															Orange
Establish a Working Group to support Commitment actions		SP/JL	19th June														Green
Complete Self-Assessment & Action Plan for Science Council by 30/06/18		SP/JL															Green
Research available national resources		JL															Orange
Agree resourcing to coordinate/initiate ongoing actions		SP															Orange
<b>Visibility</b>																	
Agree overall communication strategy (emails to relevant heads of, workshops, newsletter, networking meetings, involvement of Communication Team etc.)		SP/JL/WG															Green
Establish Technician Commitment website, to include information for managers, career development, case studies, links to relevant organisations		JL/KBP															Green
Promote the work of the Technician Commitment Working Group		SP/JL/WG															Orange
Develop good practice guides to support increasing visibility at local level		JL															Green
Establish Technician Networking events (4 per year)		TBC															Green
Introduce an annual Technicians Conference		TBC															Green
<b>Recognition</b>																	
Promote Professional Registration: establish current numbers and targets		TBC															Green
Encourage submissions for nationally recognised awards		TBC															Green
Establish and resource a Technician Reward Scheme based on the UAS scheme of annual awards		TBC															Green
Complete process for award of Employer Champion Status with Science Council		TBC															Green
<b>Career Development</b>																	
Apply for Partner Affiliate membership of National Technician Development Centre in order to access all available resources (£3,600 pa)		JL															Green
Promote use of career development resources on National Technician Development Centre (NTDC)		JL															Green
Research membership of Higher Education and Technicians Education Development (HEaTED)		TBC															Green
Develop technician career pathways within Professional Services project		TBC															Green
Review training available for technicians, including PPD development offer		TBC															Green
Promote Manager/Reviewer training in Staff Review and Development		TBC															Green
Consider setting up Mentoring Pilot Scheme for technicians		TBC															Green
Investigate use of coaching initiatives for technicians		TBC															Green
<b>Sustainability</b>																	
Review technician age and skills profile data at departmental/School level to highlight areas of concern		JL															Green
Promote use of the 5-Step Guide: Workforce Planning to support effective succession planning at departmental level		SP															Green
Encourage uptake of technical apprenticeships for new and existing staff		JL															Orange
Pool examples of costly impact on retention and motivation of inequalities and disparities across the technician community at the University; initiate action plan to address problems highlighted		WG															Green
Consider outreach programme with local schools and colleges to promote technician careers and work experience opportunities		TBC															Green
Establish links with the University Technology College Cambridge: Cambridge Academy for Science and Technology to identify potential new recruits		TBC															Green
Produce guide to support managers with work experience students		JL															Green
Collate and publicise entry point apprenticeship vacancies to increase visibility of technical roles available		TBC															Green
Produce roadmap of key career stages for entry level upwards		TBC															Green
<b>Evaluating Impact</b>																	
Establish evaluation criteria. Quantitative metrics to include turnover, promotion, training completion, professional registration.		SP/JL/WG															Green
Write annual evaluation paper for Personal and Professional Development Committee to include review of progress against metrics; lessons learnt, targets for future years, impact on People Strategy objectives		SP															Green
Update publicity materials, including website, with progress being made		JL															Green
Review and update action plan on a quarterly basis with input from Working Group and Technician Champion		SP/JL/WG															Green
Complete self-assessment report for Science Council biennially		SP/JL/WG															Green

<b>Who</b>
SP: Sue Pandey, Head of Learning and Development, PPD
JL: Jane Leyshon, Learning and Development Coach, PPD
KBP: Katie Bright-Ramon Pelegrin
WG: Working Group
<b>RAG</b>
Overdue / Action needed
In progress
Completed or yet to be initiated