

# Valuing Research Staff

*Implementing the Concordat*



# Foreword

The University of Hertfordshire undertakes world leading and internationally excellent research across many areas of its portfolio. Research staff make a substantial contribution to the University's reputation and profile in the UK and globally. They are a critical component in our research culture and environment.

The national Concordat to support the Career Development of Researchers has been developed by the UK research community and the University endorses its principles. The Concordat establishes a single, unambiguous statement of the expectations and responsibilities of researchers, their managers, employers and funders. As part of implementing the Concordat, this guide illustrates our commitment to and encouragement of timely and effective support for the personal, professional and career development of researchers at the University of Hertfordshire.

The University encourages research staff to take responsibility for their own personal development and career management. Hence this guide indicates how the University's systems, structures and development opportunities support researchers.

Here at the University we do not take a 'one size fits all' approach to personal and career development. Rather we provide a steer to recognise, personalise, discuss and encourage individuals, Schools and managers to plan and enhance the skills and capabilities of researchers. This booklet therefore points researchers towards the many development opportunities available at the University of Hertfordshire.

Pro Vice-Chancellor (Research)

# Contents

Research Innovation and Enterprise.....	4
Recruitment and Selection .....	6
<i>Principle 1</i>	
Recognition and Value .....	8
<i>Principle 2</i>	
Support and Career Development .....	10
<i>Principles 3 and 4</i>	
Researchers' Responsibilities .....	12
<i>Principle 5</i>	
Diversity and Equality .....	14
<i>Principle 6</i>	

# Research Innovation and Enterprise

We will be recognised as an enterprising and business-facing university in which our research and knowledge-related activities are closely aligned to meet the key future demands of business and society.

We will be known for:

- The 'international excellence' of our research (as recognised by HEFCE through the Research Excellence Framework) in a number of selected areas.
- High quality, responsive and impactful research, consultancy and client engagement with demonstrable outputs which meet the needs of partner organisations.
- The application of our world-leading research through the development of successful knowledge-transfer partnerships.
- The development of postgraduate research through enhanced postgraduate recruitment activity.
- UH Ventures as a profitable and efficient vehicle for the provision of high quality workforce training and CPD.
- The breadth, stability and financial contribution of UH Group companies.

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Extract from UH Strategic plan 2010-2015



*A key inspiration is to be ranked within the top 50 of all UK universities for the quality of our research within the Research Excellence Framework and for the income from our commercial activities (including subsidiaries) to represent at least 35% of Group turnover.*

# Recruitment and Selection

*'Recruiting, selecting and retaining researchers with the highest potential'*

Human Resources is committed to ensuring our approach to recruitment, selection and induction attracts researchers with the motivation and skills to achieve excellence in research.

Human Resources strives to ensure:

- The person specification and job description clearly identify the skills for the post which are relevant to the role.
- The selection criteria and methods used to assess all applicants are fair, transparent and objective against the requirements of the post concerned.
- Recruitment and promotion panels are led and supported by trained staff.
- The research community is provided with an inclusive induction programme at both local and corporate level.
- Fixed term contracts are only used where there is a justifiable reason.
- Excellence in all aspects of recruitment and selection, employment and career progression.

**Further information can be accessed via the Human Resources section of StudyNet.**



# Recognition and Value

*'Valuing researchers in the overall strategy and delivery of world-class research'*

Research is at the core of the University's strategy to facilitate far-reaching engagement with business, the community and national and international partners. The University is committed to promoting an inclusive and vibrant research culture which values creativity and innovation. This culture is embedded within the University's three Research Institutes.

- All research staff have two appraisal meetings each year. The appraisal process ensures an individual's contribution to the School is recognised and provides an opportunity to discuss any personal and career development needs.
- The University provides clear guidance on the use of fixed term contracts. When staff are appointed to fixed term contracts, they are given equivalent terms and conditions of employment to those in comparable jobs on permanent contracts.
- Training and development is offered for Principal Investigators, Research Supervisors and Managers to enable them to undertake their roles effectively.

- The University provides 'pump-priming' funding schemes to which researchers may apply.
- The University provides dedicated support and guidance for applications to external research funding schemes via Business and Research.
- Experienced Researchers may be promoted to the post of Reader or Professor in recognition of distinction in their chosen field.

**Further information can be accessed via the Human Resources and Research sections of StudyNet.**



# Support and Career Development

*'Equipping and supporting researchers for a global research environment'*

Personal and career development is a shared responsibility between the University and the individual researcher.

Researchers are both entitled and encouraged to access the support and training opportunities provided. StudyNet and the staff intranet provide access to information and self help materials to assist research staff to meet their career development needs. All research staff are encouraged to take advantage of the opportunities available.

## Specific Training:

- The University offers training opportunities through HR People Development.
  - Research specific workshops such as Creating your First Research Application, the Grant Applications Clinic, Turning Failure into Success and Raising your Research Profile (UHRA).
  - Generic workshops for all staff on areas such as Leadership Development and Personal Development, which includes workshops such as Managing your UH Career and IT skills.

- The Generic Training for Researchers (GTR) programme is provided for all research students and is also available to staff.
- Careers Consultants from Graduate Futures run a number of workshops as part of the GTR programme.
- The Jobs and Careers portal on StudyNet provides researchers with online careers information and advice 24/7.
- Through the appraisal system and in discussion with line managers, research staff may access appropriate external training and development opportunities.

**Further information can be accessed via the Human Resources, People Development and Research sections of StudyNet.**



# Researchers' Responsibilities

## *'Empowering Researchers'*

The University empowers research staff to take personal responsibility for their development and training and to be pro-active in managing their life long learning. We encourage researchers to engage positively with the wider University community and to participate in School and Research Institute activities and events.

We empower researchers to take on this responsibility by:

- Providing clear guidance on roles and responsibilities at recruitment.
- Requiring research staff to conduct and disseminate their research both ethically and honestly and to add value to their research community and wider body of knowledge.
- Publishing clear advice on promotion criteria in the University so that staff are aware of the skills and achievements required to progress their career.
- Facilitating researchers to make use of the Researcher Development Framework to assess their skills and development needs.

- Encouraging research staff to review their training needs and achievements to date and discuss these with their research manager at appraisal or when appropriate.
- Taking advantage of the University's mentoring scheme, which provides new research staff with an opportunity to talk to a researcher who has had similar experiences and can offer support.

**Further information can be accessed via the Human Resources and Research sections of StudyNet.**



# Diversity and Equality

*'Promoting diversity and equality in recruitment and career progression'*

The University is committed to ensuring fair and equitable treatment of all research staff from recruitment and employment through career development and progression.

- We promote an inclusive culture of dignity and respect that values the diversity of our staff.
- All our employment policies reflect the University's commitment to equality and diversity.
- Our family and flexible working policies are inclusive of all research staff regardless of, for example, marital or civil partnership status.
- We have experience and expertise in agreeing adjustments with disabled staff.
- We have guidelines for staff approaching retirement who are applying for research grants.
- We have guidelines for staff and their managers on requesting absence or changed working patterns for reasons of religion or belief.
- We will use the outcomes of equality impact assessments to identify and address any barriers to researchers' career progression.

**Further information can be accessed via the Equality and Disability Services sections of StudyNet.**



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