University of Hertfordshire UH

RESEARCHER DEVELOPMENT GROUP GUIDANCE

2020 Version 1

Terms of Reference, Membership, Roles,
the Researcher Development Framework
and other useful information

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RESEARCHER DEVELOPMENT GROUP (RDG)

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Terms of Reference

The Researcher Development Group (RDG) is a University-wide group which exists to promote and monitor the professional development provision for researchers (broadly defined) across the University of Hertfordshire. It responds to information such as the Career Researchers Online Survey (CROS), the Postgraduate Researcher Experience Survey (PRES) and the Principal Investigator and Research Leader Survey (PIRLS) and feedback arising from the staff survey and participation in the HR Excellence in Research process to ensure the quality of UH's provision for researchers. It coordinates the University's assessments and self-assessments for the HR Excellence in Research Award, and for compliance with the Researcher Development Concordat (September 2019).

Name	Role/School
RDG Members	
Dr Liz White	Chair
Jill Lees	Project Lead
Luke Carr	L&OD Admin
Annalisa Jones	Research Grants Office
Megan Franklin	Careers and Employment
Mary Baldwin	
Dr Shori Thakur	Researcher Development Programme Manager
Magdalene Okyere	HR Business Partner
Dr Sarah Goler-Solecki	Athena SWAN Officer
Dr Catherine Manthorpe	Head, Research Office
Dr Grant Bage	UCU
Dr Peter D'Sena	LTIC
Dr Rowland Hughes	ADR - representing managers of researchers
Monica Kanwar	Health, Safety and Sustainability
School Researcher Development Representatives (nominated by ADRs)	
Dr Sarah Jaffa	PAM
Dr Ioannis Gkliatis	HBS
Dr Felipe Romero Moreno	Law
Dr John Davies	Education
Dr Yuen-Ki Cheong	Engineering and Computer Science
Dr Janice Norwood	Humanities
Dr Daniel Goodbrey	Creative Arts
Dr Lisa Whiting	Health and Social Work and CRIPACC
Dr Chinthani Karandeni-Dewage	Life and Medical Sciences

Papers are circulated to:

Pro Vice-Chancellor (Research and Enterprise)	Head of Human Resources
Director of the Doctoral College	Head of Learning and Organisational Development
Head of Equality, Diversity and Inclusion	ADRs
Director of Health, Safety and Sustainability	Research Theme Champions

May 2020.

Role Descriptors

The following representatives are on the RDG in order to hear the views of researchers across the university, and to take them into consideration in delivering best practice in their field of work at the University. They function as a conduit for two-way communication on researcher development issues between their departments and researchers. All are necessary stakeholders in researcher development at UH, and champion good practice in researcher development, being well placed to be able to enable us to achieve our collective commitment to the Concordat.

Role/Other Members	Role Descriptor
Chair	Leads meetings of the group and oversees the group's activities in promoting the development of researchers across the university. The Chair is a research-active academic who is appointed by the Pro Vice-Chancellor (Research and Enterprise) for a three-year term of office and liaises with him and the ADRs on matters pertaining to researcher development, representing the RDG at the Research Committee.
HREiR Project Lead (L&OD)	Leads the University's biennial submission to Vitae for recognition of our commitment and achievements in implementing the Concordat for the Career Development of Researchers. Represents L&OD who provide training opportunities for researchers and managers of researchers, heads of department and equivalent, and Skill-Up researcher development funding scheme.
L&OD Admin	Provides administrative support to the RDG.
School Researcher Development Representatives*	Represent the views of researchers and support the dissemination of good practice across every school in the university. They are usually Early Career Researchers and are a conduit between the RDC and the researchers in each school.
Head of Research Grants	Represents the Research Grants Office who support development of researchers in writing successful research bids. Overseas the fortnightly Research Themes and Research Office Newsletter
Careers and Employment	Represents Careers and Employment who provide professional advice on career management, across a breadth of careers and signpost development and enterprise opportunities and work placements for PGRs and researchers.

Researcher Development Programme Manager	Manages a programme of sessions aligned to Vitae's Researcher Development Framework and open to PGRs and all research-active staff at all stages of their careers, provided by the Doctoral College.
HR Business Partner	Represents HR who oversee recruitment and selection, induction and recognition, reward and promotion pathways, line management and redeployment of researchers. HR promotes good mental health and wellbeing through management of workloads and people, and policies and practice for tackling discrimination, bullying and harassment.
Athena SWAN Officer	Represents Equality Office and acts as channel of communication regarding Athena SWAN, Race Equality Charter, and researcher support and career progression of women and BAME staff. Shares responsibility for staff networks (LGBT+, Menopause, UH Carers, BAME, DAWN, Working Parents and NW+P).
Head, Research Office	Represents the Research Office which supports research activity across the University in relation to research bid development, research impact, research assessment and the REF. Also represents the Research and Scholarly Communications Team which co-ordinates and delivers a range of library and computing services in support of research excellence, including training, maintaining RIS, data management and protection, the University's open-research repository (UHRA).
UCU Officer	Represents UH UCU members to monitor and help answer any employment or working issues for academics relating to research: especially for staff with 'teaching and research' or 'research-only' contracts.
LTIC Representative	Represents LTIC who lead the enhancement of educational practice across the University and provide training in developing learning and teaching skills, Continuing Professional Academic Development programme (CPAD), the CPD Framework and Higher Education Academy (HEA) accreditation support across the University.
ADR	A representative Associate Dean Research, to represent the views of managers of researchers and to be a conduit between the RDC and the Research Committee.
Director of Health, Safety and Sustainability	Represents Health, Safety and Sustainability who provide training and support for researchers and managers of researchers in relation to health & safety, wellbeing, mental health and occupational health.

	For two-way communication of current issues in researcher development, and the views of UH researchers, to inform policy and practice and provision of training in health and safety and workplace wellbeing.
Head of Equality, Diversity and Inclusion	For awareness of current issues in researcher development, and the views of UH researchers, to inform policy and practice in relation to equality, diversity and inclusion and provision of training in equality, diversity and inclusion.
Director of the Doctoral College	For awareness of current issues in researcher development, and the views of UH researchers, to inform policy and practice in research supervision, integrity and provision of RDP. Researcher development matters from the Director are shared with the RDG via the Chair or the RDP Manager.
The Head of Human Resources	For awareness of current issues in researcher development, and the views of UH researchers, to inform policy and practice on employment conditions for researchers: recruitment, progression and promotion, performance management, and work-life balance. The Head of HR shares researcher development matters with the RDG via the HR representative.
The Head of Learning and Organisational Development	For awareness of current issues in researcher development, and the views of UH researchers, to inform training for researchers and managers of researchers, heads of department and equivalent, including some dedicated provision for researchers. The Head of LO&D shares researcher development matters with the RDG via the HREiR Project Lead.
Theme Champions	For awareness of current issues in researcher development, and the views of UH researchers, to ensure a supportive and inclusive research culture in which all researchers can flourish and achieve their full potential. Theme Champions are encouraged to share researcher development matters with the RDG via the Chair.

*See p11 for a fuller description of the role of the School Researcher Development Representatives.

The RDG You can read more about the work of the Group here:
https://www.herts.ac.uk/research/research-management/research-development/researcher-development-group

https://herts365.sharepoint.com/sites/UHResearch/SitePages/Researcher-Development-Working-Group.aspx

What is researcher development?

Researcher development is the term given to work undertaken across the Higher Education and industry sectors to foster and strengthen the skills and experience needed for researchers in all fields and to provide sound professional pathways for career researchers. It relies on the coordinated efforts of research staff at all levels with human resources and training and development staff.

Across Europe, researcher development is fostered through the European Commission's EURAXESS - Researchers in Motion programme. This is a pan-European initiative providing access to a complete range of information and support services for researchers wishing to pursue their research careers in Europe or stay connected to it. EURAXESS promotes its Human Resources Strategy for Researchers (HRS4R) as part of this initiative, alongside its European Charter for Researchers and Code of Conduct for the Recruitment of Researchers. The European Commission have agreed that the Researcher Development Concordat (September 2019) is equivalent to the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers. Signing up to the new concordat is equivalent to signing up to the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers. UK and Europe have different processes for monitoring the implementation of these principles, but the outcomes are the same in terms of robustness.

In the UK, monitoring of researcher development is undertaken through participation in the HR Excellence in Research Award, which is managed through Vitae, an organisation managed by the Careers Research and Advisory Centre (CRAC) and dedicated to realising the potential of researchers through transforming their professional and career development. The University is an organisational member of Vitae.

The University has held the HR Excellence in Research award since December 2010. The award is subject to regular external re-approval and represents independent acknowledgement of policies, working practices and processes in place here to ensure researchers have the support and access to training and development they need to be successful in their work and career.

The new concordat to support the Career Development of Researchers was launched in September 2019 by Vitae. The university recognises the benefits of the Concordat:
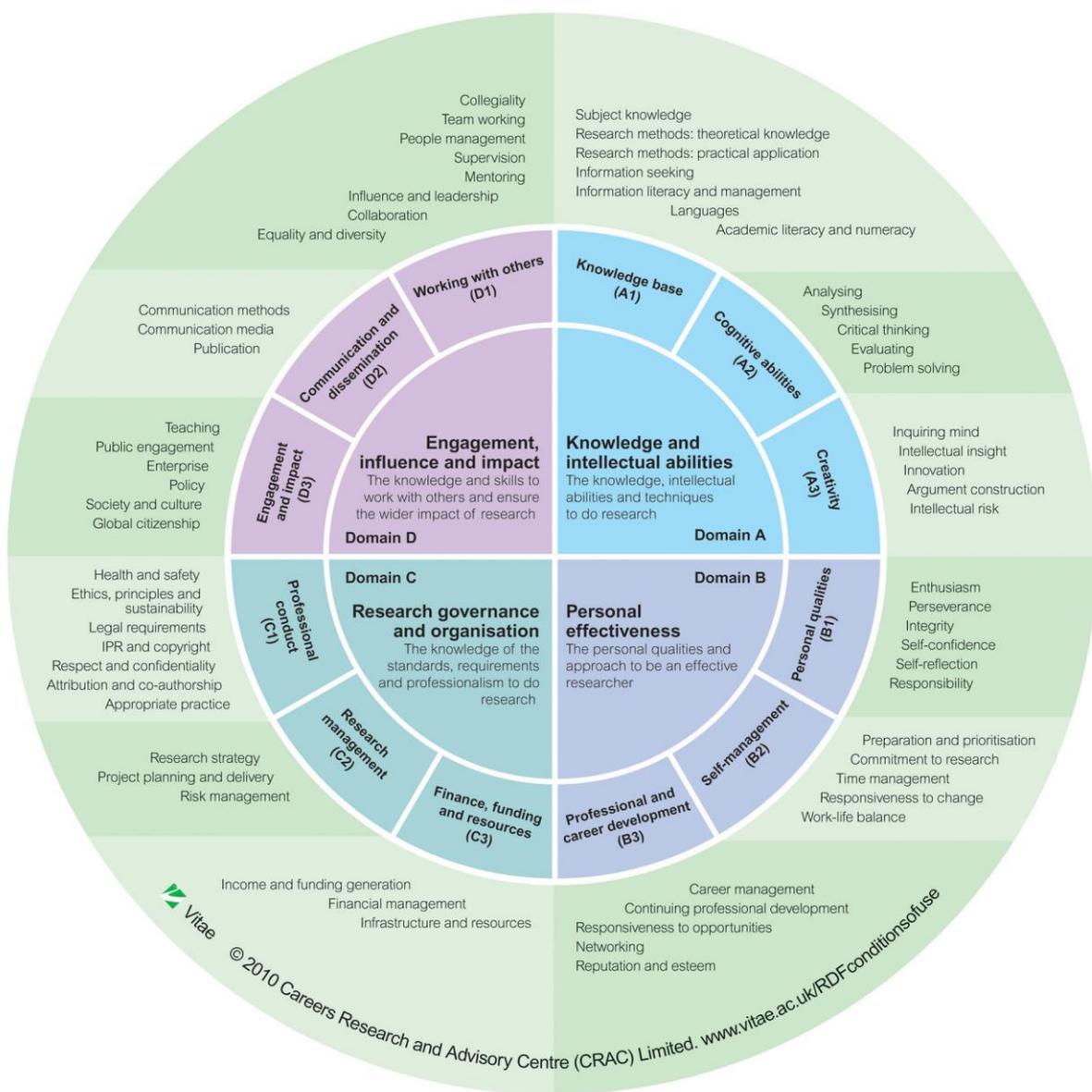- Demonstrating our continuing commitment to the professional and career development of researchers in a healthy and supportive environment, in a way recognised by major funders, alongside other major research centres and institutions.
- Recognising and valuing the contributions of researchers in research and beyond.
- Providing feedback from our early career researchers on researcher development.
- Recognising a lot of what we are doing already, with an emphasis on equality, diversity and inclusion throughout and on caring for those who are research active.

The university will be signing up to the new concordat towards the end of 2020, in line with their reporting to Vitae for the HREiR award. The new action plan for researcher development will align with the three Concordat principles of Environment and culture; Employment; and Professional and career development.

Researcher Development Framework

The Researcher Development Framework (RDF) is a significant approach to developing world-class researchers. It is a professional development framework for planning, promoting and supporting the personal, professional and career development of researchers in higher education programmes of related studies. The RDF is structured in four domains comprising knowledge and intellectual abilities, personal effectiveness, research governance and organisation, and engagement, influence and impact. Each domain contains three sub-domains and associated descriptors. Increasingly the RDF has become a national benchmark in researcher development.

The Researcher Development Programme is mapped against the RDF.

Glossary of Useful Abbreviations

A&SPM	Appraiser and Successful People Management
ADR	Associate Dean Research
Athena SWAN	Athena SWAN is a charter established and managed by the UK Equality Challenge Unit that recognises and celebrates good practices in higher education and research institutions towards the advancement of gender equality: representation, progression and success for all https://www.ecu.ac.uk/equality-charters/athena-swan/
AWAG	Academic Women's Advancement Group
BAME	Black, Asian & Minority Ethnic
CEDARS	Culture, Employment and Development in Academic Research Survey
CEG	Central Executive Group
Concordat	The Concordat to Support the Career Development of Researchers, commonly known as the Researcher Development Concordat (September 2019) https://www.vitae.ac.uk/policy/concordat
CRIPACC	Centre for Research in Primary and Community Care
CROS	Career Researchers Online Survey
DAWN	Disability and Wellbeing Network
ECR	Early Career Researcher
EDI	Equality, Diversity and Inclusion
HBS	Hertfordshire Business School
HREiR Award	Human Resources Excellence in Research Award run by Vitae, to recognise commitment and achievements in implementing the Concordat for the Career Development of Researchers https://www.vitae.ac.uk/policy/hr-excellence-in-research
LTIC	Learning and Teaching Innovation Centre
L&OD	Learning and Organisational Development
PAM	Physics, Astronomy and Mathematics
PGR	Postgraduate Research Students
PIRLS	Principal Investigators Research Leaders Survey

PRES	Postgraduate Research Experience Survey	
PRMG	Pro-Vice Chancellor's Research Management Group	
PVC Research	Pro Vice-Chancellor (Research and Enterprise)	
RC	Research Committee	
RDF	Researcher Development Framework	
RDP	Researcher Development Programme	
RDG	Researcher Development Group	
REC	Advance HE Race Equality Charter, for improving the representation, progression and success of minority ethnic staff and students within higher education.	
REDS	Research Education and Development Scholarship (REDS) Conference https://conferences.leeds.ac.uk/reds/	
REF	Research Excellence Framework	
RIS	Research Information System	
RO	Research Office	
RSA	Research Staff Association	
UCU	University and College Union https://www.ucu.org.uk/	
UH	University of Hertfordshire	
UHRA	UH Research Archive	
UKRSA	UK Research Staff Association	
Vitae	Vitae supports the professional development of researchers, working with institutions as they strive for research excellence, innovation and impact. https://www.vitae.ac.uk/	
VCA	Vice Chancellor's Awards	
WPN	Working Parents' Network	
NW+P	Women Professors' Network	

Skill Up! Research Skills Development Fund

In support of the University's commitment to the [Concordat for the Career Development of Researchers](#) and Vitae's [Researcher Development Framework](#), this scheme aims to support the personal, professional and career development of all staff who do research.

The scheme runs biannually whenever possible.

Eligibility

All staff who undertake research activity are eligible to apply, with applications from Early Career Researchers and groups of researchers particularly welcome.

Awards may be used to support wide spectrum of personal, professional or career development needs, such as (but not exclusively):

- Organising a workshop or conference where there is a developmental element;
- To cover or contribute to training course fees or group training activities;
- Travel for networking;
- Attending skills enhancement courses;
- Business collaboration activities;
- Undertaking community engagement/outreach and volunteering;
- Career coaching and advice.

Awards cannot be used to support attendance at a conference, or for development that is already available through the Researcher Development Programme (RDP).

The following criteria will be applied when considering applications:

The applications must demonstrate:
- a clear and specific proposal (including dates)
- the development impact to the applicant (and others if applicable) is clearly defined
- that the proposed development cannot be met through existing provision
- That budgets have been taken seriously and are properly defined

The application must remain within the required word count

Selection Panel/School Researcher Development Group Representative

All applications will be considered against the criteria specified and assessed by a panel consisting of the RDG representatives.

End of Project Report

Award winners are required to submit a 250 word end of project report

School Researcher Development Representatives: Recruitment Information

The Process: The School Researcher Development Representative is nominated by the Associate Dean Research. School Researcher Development Representatives are research-active and usually have a PhD. They have a demonstrable interest not only in their own development as a researcher, but also in that of others. They can represent their School and communicate requirements, activity and progress regarding researcher development to the RDG and to School colleagues.

The Role:
- attend the RDG meetings, usually termly, with each meeting lasting 2 hours
- read School updates and relevant sections of submissions (Athena SWAN, REC etc.) and liaise with Equality, Diversity and Inclusion team representatives in preparation for meeting
- seek views from researchers and the ADR on researcher requirements and progress regarding researcher development and career progress/pathways
- function as a conduit for two-way communication to feed back to School colleagues on news from the meetings
- are a point of contact for researchers in their School to find out about Researcher Development and Researcher Mentoring**
- promote the twice-yearly Skill Up! Researcher development funding scheme, and evaluate applications, paired with a researcher from another school
- assist in the School research posters and/or pecha kucha or 3-minute Thesis® at the ResDev conference held every two years

There is the opportunity to volunteer for extra portfolios on the Group, such as Publicity. A time commitment of c. 1 hour per week should be sufficient, albeit with the recognition that the workload ebbs and flows through the academic year.

** The School Researcher Development Representative may not be the person within their School who co-ordinates mentoring for researchers, but they will be able to signpost researchers to the co-ordinator or the ADR.

The benefits to School Researcher Development Representatives include:
- Learning about and making use of your knowledge of researcher development to your own benefit and that of colleagues in the School
- Growing your network across the University – the group will bring you into contact with peers from every School, and with colleagues from across all the central departments of the University
- Working in a new way with colleagues in the School to develop and represent them as researchers
- This role can lead to a range of further opportunities on the research and research management tracks; it is a strong complement to the CV in these contexts.

The Chair of the RDG, Dr Liz White (School of Education) can fill you in with meeting dates, and you might want to meet with her once you have read the researcher development pages on the website https://www.herts.ac.uk/research/research-management/research-development, for more information.