## University of Hertfordshire Technician Commitment Action Plan 2018-2021

### Theme/Action

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>PT</td>
<td>Project Team</td>
<td>PL</td>
<td>Apr-19</td>
<td></td>
<td></td>
<td>Future project sponsor confirmed by CEG</td>
</tr>
<tr>
<td>PL</td>
<td>Collating and publishing nationally recognised development opportunities, Enhanced profiling of the Technical staff</td>
<td>PT</td>
<td></td>
<td>Sep-18</td>
<td></td>
<td>Data published on SharePoint</td>
</tr>
<tr>
<td>PL</td>
<td>Promote good practice at local level to enhance visibility of technical staff within area</td>
<td>S</td>
<td></td>
<td></td>
<td>Jun-20</td>
<td>Employer Champion Status, Technical VC Award</td>
</tr>
<tr>
<td>PL</td>
<td>Building and enhancing technical networks and enabling relationships/monitoring within the technical community</td>
<td>PL</td>
<td></td>
<td></td>
<td>Sep-19</td>
<td>Technical staff participating in Leading through Coaching</td>
</tr>
<tr>
<td>PL</td>
<td>Evaluating the impact of technical staff and their influence on the Student Experience</td>
<td>G</td>
<td>Nov-18</td>
<td></td>
<td></td>
<td>HEFCE, MPG, NSS</td>
</tr>
<tr>
<td>PL</td>
<td>Encouragement of technical staff to engage with project objectives</td>
<td>PT</td>
<td>Sep-19</td>
<td></td>
<td></td>
<td>Local development budget spent on Prof Bodies fees; CPD Days (Core Report)</td>
</tr>
<tr>
<td>M&amp;C</td>
<td>Marketing and Communications strategy for the development of supporting internally and externally facing websites and publications</td>
<td>M&amp;C/PL</td>
<td>Oct-18</td>
<td></td>
<td></td>
<td>External website, Staffnet, FACES, HertsTech Connect-Tech</td>
</tr>
<tr>
<td>PL</td>
<td>Establishing local communication activities for the Technical staff community</td>
<td>PT</td>
<td>Oct-18</td>
<td></td>
<td></td>
<td>HertsTech; Café Scientifique, workshops, drop in sessions</td>
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<tr>
<td>PL</td>
<td>Establishing links and affiliations with partnership institutes and local HE/FE Colleges</td>
<td>PL</td>
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<td>Shadowing, collaborative projects, joint training</td>
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<tr>
<td>PL</td>
<td>Introducing a biannual Technical Staff Conference from 2019/20</td>
<td>PL</td>
<td></td>
<td></td>
<td>Jun-20</td>
<td>Attendance Records</td>
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<tr>
<td>PL</td>
<td>Identify all Technical Staff employed by UH</td>
<td>PL</td>
<td>Oct-18</td>
<td></td>
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<td>Compare HR technical staff report with TSP survey</td>
</tr>
<tr>
<td>G</td>
<td>Promote Professional Registration with support from CEG</td>
<td>G</td>
<td>Feb-19</td>
<td></td>
<td></td>
<td>In professional registrations</td>
</tr>
<tr>
<td>PL</td>
<td>To increase submissions by technical staff for a range of national and international awards and publications</td>
<td>PT</td>
<td>May-19</td>
<td>May-20</td>
<td></td>
<td>PAP/N</td>
</tr>
<tr>
<td>PL</td>
<td>Establishing the role of technical staff in Teaching and Learning</td>
<td>PL</td>
<td>Nov-18</td>
<td></td>
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<td>HEFSA Return</td>
</tr>
<tr>
<td>PS/G</td>
<td>Aim to introduce a category specific to technical staff for the VC Awards</td>
<td>PS/G</td>
<td>Jun-19</td>
<td></td>
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<td>First nominations and award</td>
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<tr>
<td>PL</td>
<td>To commence application for Employer Champion Status</td>
<td>PL</td>
<td>Jun-19</td>
<td></td>
<td></td>
<td>Application submitted</td>
</tr>
<tr>
<td>PS/G</td>
<td>To gain commitment for a review of pay and grading including progression criteria for technical staff to ensure fairness and transparency across SBUs</td>
<td>PS/G</td>
<td>Jun-19</td>
<td></td>
<td></td>
<td>Approve review</td>
</tr>
<tr>
<td>PT</td>
<td>Career Development</td>
<td>PT</td>
<td>Sep-19</td>
<td></td>
<td></td>
<td>Publications, Mapped journey on websites</td>
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<tr>
<td>PT</td>
<td>To support the development of technical career pathways through publishing examples of discipline specific case studies</td>
<td>PT</td>
<td>Sep-19</td>
<td></td>
<td></td>
<td>Shadowing application form, Career pathway sessions, Networks developed</td>
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<tr>
<td>PT</td>
<td>To support the development of opportunities for technical staff through avenues such as: Apprenticeships; mentoring, coaching and shadowing etc.</td>
<td>PT</td>
<td>Sep-19</td>
<td></td>
<td></td>
<td>Website/SharePoint</td>
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<tr>
<td>PL</td>
<td>To make available and promote a pool of resources that provide career planning toolkits</td>
<td>PL</td>
<td>Sep-19</td>
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<td></td>
<td>Increase in regional activity/UH hosted events</td>
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<tr>
<td>PL</td>
<td>Maintain and evolve membership of Higher Education and Technicians Education Development (HEaTED)</td>
<td>PL</td>
<td>Sep-19</td>
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<tr>
<td>PL</td>
<td>Sustainability</td>
<td>PL</td>
<td>Jan-19</td>
<td></td>
<td></td>
<td>Paper to CEG outlining issues and recommendations</td>
</tr>
<tr>
<td>PL</td>
<td>To identify areas of concern regarding balancing time constraints with development activities e.g. off the job training</td>
<td>PL</td>
<td>Sep-19</td>
<td></td>
<td></td>
<td>Paper to CEG outlining issues and recommendations</td>
</tr>
<tr>
<td>PL</td>
<td>To develop strategy to enable professional registration, apprenticeships, etc.</td>
<td>PL</td>
<td>Sep-19</td>
<td></td>
<td></td>
<td>Workshops, drop-in sessions, literature, webpages</td>
</tr>
<tr>
<td>PL</td>
<td>To develop strategy to enable professional registration, apprenticeships, etc.</td>
<td>PL</td>
<td>Nov-19</td>
<td></td>
<td></td>
<td>Workshops, drop-in sessions, literature, webpages</td>
</tr>
<tr>
<td>PL</td>
<td>To identify means of delivering succession planning to support the future business needs of specialist roles</td>
<td>PL</td>
<td>Dec-19</td>
<td></td>
<td></td>
<td>Module Questionnaires, NSS, feedback</td>
</tr>
<tr>
<td>PL</td>
<td>To make available and promote a pool of technical careers and work experience opportunities</td>
<td>PL</td>
<td>Feb-19</td>
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<td>Herts College Consortium</td>
</tr>
<tr>
<td>PL</td>
<td>Increase student work experience placements by creating guidance and resources for managers</td>
<td>PL</td>
<td>Jun-20</td>
<td></td>
<td></td>
<td>Resources and guidance created</td>
</tr>
<tr>
<td>PL</td>
<td>Complete Self Assessment annually to remain compliant towards Employer Champion Status to reiterate the University’s commitment towards the Technical Staff community</td>
<td>PL</td>
<td>May-19</td>
<td>May-20</td>
<td></td>
<td>Self-assessment completed, compliance maintained</td>
</tr>
<tr>
<td>PS/PL/G</td>
<td>To meet criteria for UH to become an Employer Champion</td>
<td>PS/PL/G</td>
<td>May-19</td>
<td>May-20</td>
<td></td>
<td>Submission criteria met, application paperwork completed, Award received</td>
</tr>
<tr>
<td>PS</td>
<td>Technical Staff Wellbeing</td>
<td>PS</td>
<td>Nov-19</td>
<td></td>
<td></td>
<td>Links to EAP, Mindfulness, Counselling, Mentoring, coaching etc. collated and published</td>
</tr>
<tr>
<td>PT</td>
<td>To identify areas of concern regarding work-life balance</td>
<td>PT</td>
<td>Nov-19</td>
<td></td>
<td></td>
<td>Action plans in place to address identified issues</td>
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### Key

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>RAG</th>
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<tbody>
<tr>
<td>PS</td>
<td>Project Sponsor</td>
<td>Delayed</td>
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<tr>
<td>G</td>
<td>Governance</td>
<td>In Progress</td>
</tr>
<tr>
<td>PL</td>
<td>Project Lead</td>
<td>Completed/Start Pending</td>
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<tr>
<td>PT</td>
<td>Project Team</td>
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<td>S</td>
<td>Stakeholders</td>
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<tr>
<td>M&amp;C</td>
<td>Marketing and Communications</td>
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### Version: September 2018