Brunel University London

Technician Commitment Action Plan

December 2020

PROUD SUPPORTER OF THE
Technician Commitment

Visibility

Ensure that all technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution

	Action	Evidence
Development of Technician Network (Brunel TechNet)	Seminar Programme. Aimed at giving technical staff a greater appreciation of the University's operating context and key operational challenges for decision makers. To be delivered by University senior managers and external contributors. Deliver a Technical Staff Conference in 2021 Support and facilitate formal and informal network meetings for technical staff to share ideas and problems. Support the network through a dedicated web base for staff to share information and be kept informed of new developments arising from the Action Plan.	Evidenced by published programme of events. We will record attendance at events as part of individual development records.
Communications initiative to highlight contribution of technical staff	Regular IntraBrunel feature, focussing on an individual member of technical staff and their contribution to the academic mission of the University. Publish staff profiles in departmental student handbooks highlighting their contribution to departmental activities.	Technical staff will have greater visibility on internal and external facing web pages. Staff will be increasingly visible to staff, visitors and prospective students.
Engagement at Departmental/College/Institute Level	Ensure that Technical Staff are members of relevant staff meetings, including departmental meetings and Student Experience Committee Meetings	Revised terms of reference for relevant committees. Attendance at meetings.
Engagement across the University	Facilitate involvement in project teams and working groups on issues that may affect the technical community, including estates, environmental, campus issues and student experience.	Maintain a register of technical staff involvement in working groups and projects.
Visibility in external publications and submissions	Acknowledge technical staff contribution in REF 2021 environment statement Reference to technical staff contribution in TEF submissions Publish staff profiles, where appropriate, in University prospectus, research brochures and external programme web pages	REF 2021 environment statement TEF submissions Evidenced in University publicity material
Visibility of Technical Staff contribution to Research papers	To recognise the importance of technical staff in research Brunel will have Fair Attribution guidelines	Published guidelines

Recognition

Support technicians to gain recognition through professional registration and external awards schemes

	Action	Evidence
Support professional recognition	Establish scheme to support (financial/developmental) and encourage technical staff to access accreditation from relevant professional body	Development and publication of BUL policy statement
	BUL will showcase staff gaining professional registration through IntraBrunel news articles.	Maintain register of professional registrations
University award and recognition routes.	Include technical staff in annual teaching awards Encourage managers to identify exceptional contributions through STAR Awards and other recognition routes. Consider establishing College-based awards for technical staff.	Monitoring of nominations and awards through HR.
External awards for excellence	Work with academic staff and senior managers to identify exceptional contribution and nominate technical staff for external prizes, such as the Papin Prize, IOM3 Technician of the Year Award and IST awards]	Monitoring of awards and nominations.

Career Development

Enable career progression opportunities for technicians through the provision of clear, documented career pathways

	Action	Evidence
New technical staff Career Structure	Development of technical job family for staff from entry-level to principal technical manager or specialist. Issue revised technical job descriptions across Colleges and BCAST	Publications of technical job family and generic job descriptions on Technician intranet pages.
Establishment of generic skills/competences and creation of a Technical Staff Development Framework	Establishment of generic skills/competences for each technical level of job family. Develop induction and training framework that (1) Allows staff to fulfil the range of expectations across a given grade (2) Prepares staff for promotion to the next grade	Publication of technician generic skills matrix and technician development framework.
Engagement in STEM and outreach Activities	Encourage the contribution of Technical Staff to the University's outreach and widening participation work, such as Royal Institution Masterclasses and STEM taster days.	Engagement of staff in STEM to be recorded on staff development record
Mentoring	Increase profile of current mentoring scheme to technical staff. Encourage technical staff to join the University mentoring scheme as mentors.	Technical staff joining the BUL scheme as mentors and mentees.

Networking opportunities and Conference Attendance	Provide opportunities for staff to network outside the institution with organisations who are signed up to the Technician Commitment and attendance at Professional Body and technician networking events. Where appropriate, and financially possible, encourage technical staff to attend conferences	Attendance at events recorded through Staff Development.
Leadership Development	Encourage and support more technical staff to access Brunel's ASPIRE Leadership Programme.	ASPIRE Programme registrations

Sustainability

Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised

Action		Evidence
Succession planning/Entry to technical Careers	Articulate and develop routes into Technical careers at Brunel such as (1) Engineering Technician Apprenticeship Scheme (2) Technician Graduate Trainee Scheme.	Published Technician Apprenticeship Schemes
Evaluating Impact	Establish Technician Commitment Steering Board. In addition to oversight of the Technician Commitment action plan, the Board will evaluate the impact of its constituent elements, proposing adjustments where appropriate.	Regular meetings
Developing Insight	Develop an 'establishment' for technical staff. Develop a dashboard of measures to inform sustainability, covering employment, progression and development technical workforce. Develop focus groups of key stakeholders to inform the long term sustainability of the technical workforce.	Published data and qualitative information will be presented to Technician Commitment Steering Board for discussion
Technician Workload Management	Develop a workload model or Include technical staff in the Brunel Academic Workload Allocation model	Published workload data