Brunel University of London

Technician Commitment Action Plan 2026 – 2029

Visibility			
Item	**Objective**	**Activity, Target & Responsible Person**	**Year**
1.1	Increase internal visibility of technical staff within Brunel by developing a technical brand.	1.1.1 Develop branding for the Technical Services Team. Branding to including digital and physical identity. [*Associate Director (AD) Technical Services*, *Branding Team*]	1
		1.1.2 Produce technical team photo / contact boards to place in the entrance of relevant facilities or workspaces. [*Technical Managers*]	1
		1.1.3 Raise awareness of Technician Commitment by updating Brunel internal/external webpages to include the logo. [*TechNet, Marketing*]	1
1.2	Publish regular news, achievements, and general interest articles from Brunel Technical community to available channels including internal or external website and social media platforms.	1.2.1 Identify, write and regularly publish internal / external news articles and updates on work. [*TechNet*]	1

1.3	Enable and increase representation of technical staff on committees at all levels and university events.	1.3.1 Re-establish Technician Commitment Steering Committee to oversee and be responsible for the delivery of this action plan. This group will feed into the Executive Board regarding Technician Commitment activities. [*Chief Operating Officer (COO), AD Technical Services, TechNet*]	1
		1.3.2 Technical representation on relevant boards and committees at all levels to be encouraged and mandated by governance where required. [*Technician Commitment Steering Committee*]	1-2
		1.3.3 Representatives from relevant subject areas to be allocated seats on the stage for University Graduation ceremonies. [*Technician Commitment Steering Committee, AD Academic and Student Administration*]	2-3
		1.3.4 TechNet to be included in all central university inductions days (Welcome to our World), to raise awareness and visibility. [*TechNet*]	1
		1.3.5 Where Relevant, ensure all departmental or local level inductions for university staff or students at all levels to include an introduction to relevant technical teams / services. [*Technical Managers*]	1-2
1.4	Create and publicise internal online directories of technical resources, equipment, facilities and skills to support efficient use of technical resources.	1.4.1 Create an online directory of technical skills to be shared within the Brunel technical community. [*Technical Leads*]	1-2

		1.4.2 Publicise and share directory of technical skills with technical staff and wider members of the Brunel community. [*Technical Leads*]	2-3
		1.4.3 Technician Commitment webpages should be easily accessible, prominent and up to date. *[Marketing, Technical Managers]*	2-3
		1.4.4 Plan and deliver a phased upload of equipment and facilities to an online inventory platform shared with / accessible by Brunel Technical community. [*LabCup Lead*]	1-2
1.5	Facilitate and support grant and funding applications by technical staff.	1.5.1 Ensure technical relevant grants or applications are advertised and promoted in applicable university forums. [*TechNet, Research Support and Development Office (RSDO)*]	1-2
		1.5.2 Provide support and development opportunities to technical staff for writing or cowriting high quality applications and business cases (see 3.1) [*RSDO, Organisational Development (OD), Technical Managers, TechNet*]	1+
		1.5.3 All relevant applications for equipment or facilities funds (internal or external) to be led by, co-authored or have acknowledged technical staff contribution. [*Technician Commitment Steering Committee, Technical Leads, Technical Managers, RSDO, Estates and Facilities]*	2-3
1.6	Improve the quality and consistency of technical staff profiles on Brunel webpages bringing parity with academic colleagues.	1.6.1 All technical staff to have access to a consistent technical staff profile template which includes: visibility of their activities, achievements, professional activities, professional memberships and accreditations, publications, skills etc. [*COO, AD Technical Services, Technician Commitment Steering Committee*]	1

1		1.6.2 Develop training for technical staff on how to build and present an effective external profile. [*TechNet, OD*]	1
		1.6.3 All technical staff to have an external staff profile. Profiles should include relevant details of professional registration with recognised learned bodies, including Science Council, Engineering Council, British Computer Society, and relevant Creative Arts bodies. [*Technical Managers, Technical Staff*]	1+
		1.6.4 Implement a phased approach to publishing case studies that showcase facilities, teams, and individual technical staff on external-facing webpages [*TechNet*, *Technical Managers, Technical Staff, Marketing*]	1-3
1.7	Support and promote active engagement by Brunel technical staff in regional and national technical networks.	1.7.1 Create and maintain a list of relevant regional and national technical networks, societies, and special interest groups. [*TechNet*]	1+
		1.7.2 Promote engagement with technical networks through embedding membership, committees, working groups, or leadership roles within networks into workload planning and CPD opportunities (see 3.1). [*TechNet, Technical Managers*]	1+
		1.7.3 Ensure Brunel is represented at ITSS events – both specialist and general - at regional or national level including Technician Commitment signatory event. [*Technician Commitment Steering Committee, TechNet*]	1+

1+		1.7.4 Promote participation by technical staff at all grades in network and society technical conferences. [*Technician Commitment Steering Committee, TechNet, Technical Managers*]	1+
1.8	Develop approaches to enable research-funded technical staff to engage fully with, and benefit from, the Brunel Technical community.	1.8.1 Develop a standardised process to identify research technical professionals, regardless of their career stage. [*Technician Commitment Steering Committee, HR, Technical Leads*]	2+
		1.8.2 Facilitate research technical professionals to attend technical community events, courses and be part of relevant networks as part of CPD opportunities (see 3.1). [*Technician Commitment Steering Committee, HR, Technical Leads*].	2-3
1.9	Review definition and scope of the technical staff covered by Technician Commitment.	1.9.1 Prior to submission of next action plan, review and define the scope of staff who are defined as technicians. This review should be benchmarked against definitions used by other Technician Commitment signatories, while ensuring its relevance to Brunel. [*Technician Commitment Steering Committee, COO, AD Technical Services, TechNet*]	3

Recognition

Item	Objective	Activity, Target & Responsible Person	Year
2.1	Recognise the achievements of Brunel technical staff though Brunel University awards.	2.1.1 Ongoing support and development of the annual TechNet Symposium that will celebrate and showcase technical achievements and work. [*COO, AD Technical Services, Technician Commitment Steering Committee*]	1+
		2.1.2 Develop the TechNet led Technical Staff Member of the Year awards to be representative of the contributions made by the whole technical community. [*TechNet*]	1+
		2.1.3 Encourage technical managers to submit nominations for technical staff for university awards. [*AD Technical Services, Technical Leads*]	1
		2.1.4 Create a student-nominated technical staff award to celebrate excellence in technical support and contributions. [*TechNet, Brunel Student Union*]	1-2
		2.1.5 Work with Colleges and / or research groups to develop technical staff teaching and research awards / recognition pathways. [*Technician Commitment Steering Committee, TechNet, Technical Leads*]	2-3
2.2	Celebrate and highlight the accomplishments of Brunel technical staff at regional and national levels	2.2.1 Establish working group with aim of increasing the number of applications for national technical staff recognition awards, including nominations to sector wide awards, such as	1-2

		the Papin Prizes or The Times Higher awards. This group will also produce an annual report on technical staff achievements (see 2.4) [*TechNet, AD Technical Services*]	1-2
		2.2.2 Create and maintain a list of awards that recognise technical achievements. [*Technical Recognition Working Group*]	
2+		2.2.3 Develop training and support for technical staff to write high quality award nominations for colleagues. [*Technical Recognition Working Group, OD, Technical Leads*]	2+
2.3	Embed fair attribution as standard practice, recognising technical contributions as vital to the advancement, delivery, and long-term success of education and research at Brunel University.	2.3.1 Promote the principles of fair attribution in university education and research outputs (see 4.3.1). [*TechNet, RSDO, Technical Managers*]	1+
		2.3.2 Facilitate technical staff involvement in teaching and module meetings, ensuring their active contribution to discussions and planning. [*Technical Leads, Technical Managers*]	1-3
		2.3.3 Support technical staff to be included in programme design, development and review, ensuring their roles and contributions are recognised and visible within the university. [*Technician Commitment Steering Committee, Technical Managers*]	1-3
1+		2.3.4 Ensure technical staff can join and actively contribute to research centres, seminars and workshops relevant to their skills and interests. [*Technician Commitment Steering Committee, Technical Managers*]	1+

		2.3.5 Develop tools to record and track the inclusion of technical staff named on all outputs as defined by the UKRIO authorship guidance including papers, reports, posters, software etc. [*Technician Commitment Steering Committee, RSDO, TechNet, Technical Managers*]	2+
1+		2.3.6 Ensure eligible technical staff are fairly considered for inclusion into REF and TEF submissions. [*Technician Commitment Steering Committee, Pro-Vice-Chancellor (PVC) for Research, Pro-Vice-Chancellor (PVC) for Education, RSDO, AD Technical Services*]	1+
		2.3.7 Facilitate technical staff to attend conferences and other events to represent Brunel in any capacity (see 1.7.3 and 3.1.2). [*Technical Managers, TechNet, AD Technical Services*]	2
2.4	Produce an annual report highlighting and celebrating the achievements and contributions of technical staff at Brunel University.	2.4.1 Develop a mechanism to capture and document technical staff achievements (see 2.2), using submissions to generate case studies that showcase their work (see 1.6). [*Technical Recognition Working Group*]	1+
		2.4.2 Promote and embed submissions of achievements as a valuable tool to celebrate technical staff at Brunel, and as a CPD opportunity (see 3.1). [*Technical Recognition Working Group*, *AD Technical Services, Technical Managers*]	1+
		2.4.3 Establish process to standardise and analyse data on technical achievements, anonymising data as required. [*Technical Recognition Working Group*]	2+

		2.4.4 Produce and present annual report to: the Brunel Technical community, TechNet Council; Technician Commitment Steering Committee; and University Executive Board. [*COO, Technical Recognition Working Group, TechNet, AD Technical Services*]	1-2+
2.5	Embed into standard practise, and make consistent, the tracking and costing of technical time on funded research projects.	2.5.1 Ensure technical time is consistently, transparently and ethically costed on funded research projects (see 1.5 also). [*COO, PVC for Research, AD Technical Services, RSDO*]	2-3

Career Development

Item	Objective	Activity, Target & Responsible Person	Year
3.1	Embed a culture that places strategic value on training and development by promoting and supporting regular professional development opportunities for all technical staff, including technical management.	3.1.1 Create and publish a CPD / skills matrix for technical services staff from grades 2 to 10 (covering general and specialist skills), with associated internal and external providers of training. [AD Technical Services, *Technical Leads, OD*]	1
		3.1.2 Create a suitable ringfenced budget for support technical staff to attend external training and development (see 2.3.7). [*AD Technical Services*]	1
		3.1.3 Design and deliver leadership and management training, suitable for the technical community to build consistent leadership and management capability across the technical community. *[Organisational Development*]	2 -3
		3.1.4 Promote and support professional registration with relevant learned societies and Advance HE Associate fellowship. [*TechNet*]	2
		3.1.5 Schedule dedicated and protected time for technical staff to undertake CPD. [*AD Technical Services]*	2
3.2	Promote equity, diversity & inclusion to address under-representation in subject areas and management roles.	3.2.1 Establish an Equality, Diversity and Inclusion dataset for the technical staff workforce, benchmarked against national and sector-level data (for example, gender pay gap analysis). [*TechNet, Human Resources*]	2

		3.2.2 Promote internal & external development opportunities aimed at underrepresented groups e.g. Advance HE "Aurora" programme and the ITSS Herschel Programme for Women in Technical Leadership. *[OD, TechNet]*	1-3
		3.2.3 Establish network of technical mentors and coaches. *[OD, TechNet]*	2
3.3	Develop knowledge exchange forums for Brunel technical staff to showcase how their expertise can be used collaboratively for the growth of the wider Brunel community.	3.3.1 Consult with technical staff to assess capacity and identify most feasible formats – tours, workshops, promote attendance and involvement. [*Technical Leads, TechNet]*	1
		3.3.2 Create a yearly schedule of specialist training events run by technical staff for technical staff. [*Technical Leads, TechNet]*	2-3
3.4	Establish and publish consistent technical career pathways from Grade 2 to Grade 10, standardising role titles and job descriptions across the University	3.4.1 Establish a Technical Career Pathways Working Group. [*AD Technical Services, HR*]	1
		3.4.2 Define technical role families and pathways that reflect diversity of the work and workforce, while enabling consistency of role titles and expectations at each grade. [*Technical Career Pathways Working Group*, *AD Technical Services, HR*]	1-2
		3.4.3 Develop and approve standardised role titles and job descriptions for each grade within the agreed technical pathways, aligned to the University's grading framework and workforce strategy. [*Technical Career Pathways Working Group, AD Technical Services, HR*]	2
		3.4.4 Publish and implement the technical career pathways, supported by clear guidance for staff and managers and fair transition arrangements for existing roles. [*AD Technical Services, HR*]	2-3

		3.4.5 Establish an ongoing review process to ensure technical career pathways, role titles, and job descriptions remain current, consistent, and aligned with institutional priorities. [*Technical Career Pathways Working Group, AD Technical Services, HR*]	3

Sustainability

Item	Objective	Activity, Target & Responsible Person	Year
4.1	Maximise the strategic use of apprenticeships to upskill existing staff, strengthening succession planning and assess where appropriate, the recruitment of new apprentices.	4.1.1 Undertake a systematic review of existing standards to identify those that are suitable for the development of current technical staff [*OD, Technical Managers*].	1
		4.1.2 Raise awareness of apprenticeship opportunities across Technical Services [*OD, Technical Managers*].	1-2
		4.1.3 Embed apprenticeship-based upskilling into workforce planning (see 3.1) [*Technical Managers, OD*]	1-3
		4.1.4 Assess the value and sustainability of recruiting apprentices into technical pathways, prioritising areas with known skill shortages or succession risks [*Technical Career Pathways Working Group, Technical Managers*]	2-3
4.2	Identify and record core technical skill sets of Brunel's technical community, using these data to enhance strategic workforce planning and management.	4.2.1 Undertake a series of focus groups and surveys to understand and record core technical skills of the existing technical community. [*AD Technical Services, OD*]	1-2
		4.2.2 Understand the current and emerging technical skill requirements within the University. [*AD Technical Services, OD*]	1-2
		4.2.3 Undertake a gap analysis to identify areas of insufficient depth or breadth of technical skills. [*AD Technical Services, OD*]	2-3

		4.2.4 Use the data: to inform and develop career pathways (see 3.4); create relevant CPD opportunities; and increase visibility of transferrable skills enabling redeployment or promotional opportunities. [*Technical Career Pathways Working Group, AD Technical Services, OD]*	2-3
4.3	Improve the culture and standing of Brunel's technical staff within the wider university staffing body aligned with Brunel's values.	4.3.1 Promote fair attribution principles in line with guidance from UKRI and other sector bodies (see 2.3). [*TechNet, RSDO, Technical Managers*]	1-2
		4.3.2 Work to break down barriers between academic and technical staff, to promote healthy/collaborative work relations and improved outcomes (see 1.3.4). [*OD, Technical Managers*]	2-3
		4.3.3 Understand our strengths and weakness in our culture and working practices to reduce absenteeism and improve retention. [*AD Technical Services, HR*]	1-3
4.4	University commitment to implement the objectives in this action plan.	4.4.1 Assign a dedicated individual on a fractionated basis to work on the delivery, coordination and project management of this action plan. [*AD Technical Services, HR, Enabling Services*]	1+
		4.4.2 Suitable protected time for assigned individuals to deliver their objectives. [*AD Technical Services, HR*]	1+
4.5	Hosting of T-Level placements, work experience and other funded or unfunded placements or projects.	4.5.1 Establish T- Level and Placement champion. [*AD Technical Services*]	1
			1-2

1-2		4.5.2 Support and host degree level sandwich year and shorter-term placement students in technical roles, to increase their exposure technical careers. [*T-Level and Placement Champion]*	1-2
2-3		4.5.3 Identify suitable local FE providers who we can work with. [*T-Level and Placement Champion, OD / Apprenticeship Team / Engagement Team*] 4.5.4 Work with all technical subject areas managers to establish achievable and sustainable placement schedule. [*T-Level and Placement Champion*]	2-3
4.6	Showcase the work of Brunel University including technical impact and promote technical staff as a profession and career.	4.6.1 Support the inclusion of technical staff in the development and delivery of outreach activities. [*AD Technical Services, Technical Managers, Technical Staff*]	1-3
		4.6.2 Technical staff to be involved in internal/external careers or course fairs, and relevant events [*Technical Managers, OD, Recruitment & Admissions, Outreach and Student Centre*]	1-2
2-3		4.6.3 Technical staff across all areas are visible in Brunel's marketing and publications. [*AD Technical Services, Technical Managers, Marketing]*	2-3
		4.5.4 Promote, support and enable development of short or professional courses that utilise technical staff expertise. [*AD Technical Services*]	3+
4.7	Take positive action to improve recruitment and retention of underrepresented groups to ensure a	4.7.1 Undertake a recruitment review to ensure job adverts, language, marketing and interview processes use best practice. [*HR, Technical Managers*]	1-2

	balanced, inclusive, and diverse technical community	4.7.2 Ensure job descriptions are accessible and inclusive (see 3.4). [*HR, Technical Managers*]	2-3

List of responsible parties:

Apprenticeships team
Associate Director (AD) Academic and Student Administration
Associate Director (AD) Technical Services
Branding Team
Brunel Student Union
Chief Operating Officer (COO)
Enabling Services
Engagement Team
Human Resources (HR)
LabCup lead
Marketing
Organisational Development (OD)
Outreach
Pro-Vice-Chancellor (PVC) for Education
Pro-Vice-Chancellor (PVC) for Research
Recruitment & Admissions
Research Support and Development Office (RSDO)
Student Centre
Technical Career Pathways Working Group
Technical Leads
Technical Managers

Technical Recognition Working Group
Technical Staff
Technician Commitment Steering Committee
TechNet (Staff Network and Council)
T-Level and Placement Champion