Appendix

Nottingham Trent University – Commitment Technician Action Plan 2018 – 2020

Dated: November 2018

Key: V =Visibility, R = Recognition, CD = Career Development & S = Sustainability

Activity	Key Area	Timeframe Short = year 1 Medium – year 2	Status	Impact endorsed by/comments
Consider ways in which technicians can be recognised at University level e.g. newsletters etc.	V, R	Short-Medium	On-going	Technical Managers and Deans to ensure the work of their teams is highlighted to the internal communications team.
Provide support for technicians that want to be HEA accredited	V, R, CD	Short-Medium	On-going	Technicians can be accredited with the HEA. Organisational Development to provide advice, guidance and support to line managers and technicians who wish to be HEA accredited.
Review consistency in the use of technical job titles, grading and responsibilities. Explore the potential 'link grade', as suggested by S&T.	CD, S	Short	On-going	A standard technical job title for each grade has been agreed and a standard Job Description and Person Specification produced. HR Business Partners and local Technical Managers are responsible for implementing in the 4 schools with the biggest technical teams.
Technical colleagues to complete profiles on the colleague directory	V	Short	On-going	Technical teams and individual colleague can voluntarily complete their profiles.
Ensure that technicians are 'on the radar' for relevant student support related training and that technical teams are aware of the support they can access.	V, CD	Short	On-going	Student support services deliver a 'supporting you to support students' training course and a 'mental health first aid training course', both of which are suitable for technicians to attend. Technical managers to discuss specific requirements with their school student support advisor.
Identify and promote relevant training opportunities for the technical community.	CD, S	Short-Medium	On-going	Awareness raising amongst Organisational Development colleagues and Technical Line Managers regarding the development of technicians and appropriate promotion and

				offering of courses. Local technical managers to identify training and development requirements and plans within the employee life circle.
Explore how technicians could contribute and enhance NTU open days.	V, R, CD	Short	On-going	Deans, Deputy Deans, Technical Managers to reach out to the University Events Team to explore this action.
Technical community to be annually invited to support the University's Graduation Ceremonies.	V, R	Short-Medium	On-going	Good progress for 2018. Deans, Deputy Deans, Technical Managers to reach out to the Technician community to build on this success in future years.
Map potential career pathways.	V, R, CD & S	Medium	On-going	Technicians are the next colleague group to be included as part of 'NTU Professional'. Implementation and timeframe to be determined by Organisational Development.
Explore the potential development of the Technical Apprenticeship Scheme.	S	Short-Medium	On-going	New apprenticeship standard being developed - Professional STEAM Assistant Technician (entry Level 3). Opportunity for NTU to consider appointing technical apprentices. HR and Local technical managers to explore school specific opportunities. Successful Apprenticeship Scheme already in place in School of Science and Technology.
Establish how the contribution of technicians is recognised in publications and impact submissions for REF and the learning experience for TEF. Design a process for greater recognition.	V, R, S	Short-Medium	On-going	Technical Managers and Deans to ensure the work of their teams is highlighted and recognised appropriately by academic colleagues and implement a process for this to be actioned consistently.
Include 'technical' as a category alongside professional services and academics on the 2018 staff survey.	V, R, CD & S	Short	On-going	Technical is now a category on the staff survey which colleagues can self-select. Enables the analysis of the responses of the technical community.
Create a Technician Web Portal detailing the University's engagement in the Technician Commitment.	V, R, CD & S			Under development and 'go live' scheduled by end of October 2018.

Host a HEatEd training event.	V, CD & S	Medium		Steering Group to explore this option.
Nominate a Technical colleague to take part in the Aurora Programme	V, CD & S	Short		Local technical managers to identify training and development requirements and plans with employees
Design and deliver a Technician Commitment Community event for 2019.	V, S	Short		
Consideration to be given to broadening scope to include IT and Estates Technical colleagues	V, CD & S	Short-Medium		

Steering Group to review progress of action plan quarterly and report progress to UET annually.