

Nottingham Trent University's (NTU) Concordat Implementation Action Plan Timeline

The following Action Plan Timeline represents an overview of NTU's ongoing commitment to embedding principles of the Concordat to Support the Career Development of Researchers within our structures and processes. Action Plan Timeline is structured around ten key actions (A-J) which are mapped to the relevant Concordat principles and provides details of the activities, their timescales and owners. For further information on the Concordat at NTU please contact [Dr. Stephanie Walker](#)

A guide to the abbreviations used is provided on page 8 below.

Action	Concordat reference	Timeline	Owner
A Produce and implement resources to inform the recruitment and selection of research staff in line with the NTU implementation of the Concordat: <ul style="list-style-type: none"> Introduce the use of open-ended contracts with dependency for Researchers. Ensure principles and requirements of Concordat are transferred into the new e-recruitment system. Review use of internal vacancies for Researchers. Review and update Recruitment and Selection Policy and Managers' Guide. 	Principle 1		
		12/2012-03/2013	HR
		Spring 2012-Spring 2013	HR
		01/2013-05/2013	HR
		01/2014-06/2015	HR

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<p>B Design and implement training, guidance and resources for managers of researchers to support the induction, management and development of research staff:</p> <ul style="list-style-type: none"> Review redeployment policy to ensure full compliance with the Research Concordat. Design and implement a specific induction for Line Managers of Researchers. Introduce mid-year PDCR reviews for Researchers. Design and implement researcher career development training for the Line Managers of Researchers. 	<p>Principles 2.3, 3.6</p>	<p>10/2012-01/2013</p> <p>09/2013-01/2014</p> <p>02/2013-01/2014</p> <p>01/2014- 09/2014</p>	<p>HR</p> <p>CPLD/HR</p> <p>HR</p> <p>CPLD</p>
<p>C Produce and disseminate resources presenting typical career journeys both within NTU and within the wider context of researcher careers:</p> <ul style="list-style-type: none"> Liaise with Vitae to identify relevant resources and support. Undertake review of NTU career pathways and produce guidance resources with reference to Vitae materials. 	<p>Principles 2.6, 4.10</p>	<p>01/2013-06/2013</p> <p>03/2013-09/2013</p>	<p>CPLD</p> <p>CPLD</p>

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<p>D Develop and disseminate career and professional development opportunities relating to research:</p> <ul style="list-style-type: none"> Incorporate appropriate development activities into the NTU Researcher CPD Tool (RCPD Tool) and circulate for annual review cycle. Implement update and dissemination of RCPD Tool twice per year in line with annual and mid-term reviews. Secure Senior Management Team approval for the RCPD Tool. Embed mentoring as a professional and career development activity for all research staff and line managers of research staff. 	<p>Principles 3.1, 3.3, 3.5-6, 3.9, 4.11-13</p>	<p>01/2012-04/2012</p> <p>04/2012-ongoing</p> <p>10/2012</p> <p>09/2013-06/2013</p>	<p>CPLD</p> <p>CPLD</p> <p>ADRs/ CPLD</p> <p>ADRs/ CPLD</p>

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E Supporting researchers' understanding of their responsibilities:	Principle 5.1-6		
<ul style="list-style-type: none"> Production and collation of resources including incorporation of feedback from Concordat Consultation Events (2011-12). 		04/2012-01/2013	ADRs
<ul style="list-style-type: none"> Campus-wide meetings with researchers and their line-managers (raising awareness, providing update on latest researcher development initiatives and tie-in to annual review). 		02/2013- 3/2013	ADRs
<ul style="list-style-type: none"> Discussion and planning following above actions at Concordat Management Group (CMG). 		05/2013	ADRs
<ul style="list-style-type: none"> Ongoing bi-annual updates to researchers and discussion/planning activities as a standing item at CMG meetings. 		11/2013, and thereafter in May and Nov each year	ADRs

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<p>F Ensure that researchers are supported as an identified group within Equality and Diversity activities:</p> <ul style="list-style-type: none"> Incorporate awareness of the special challenges faced by Researchers as an identified group into all Equality and Diversity training and resources. Undertake Equality Impact Assessment for the RCPD Tool. Delivery of briefing events for all managers of researchers. 	<p>Principle 6.8-9</p>	<p>06/2012- 01/2013</p> <p>01/2013-02/2013</p> <p>09/2014-12/2014</p>	<p>E&D</p> <p>E&D/ CPLD</p> <p>E&D</p>
<p>G Commitment to membership and participation in Athena SWAN:</p> <ul style="list-style-type: none"> Preparation and application for membership of the Charter. Prepare action plan and timelines for NTU application for Bronze award discussed at CMG & NTU-wide representatives put in place. Prepare and submit application for Athena Swan Bronze award. 	<p>Principle 6.10</p>	<p>09/2012-11/2012</p> <p>10/2012- 11/2012</p> <p>01/2013- 01/2014</p>	<p>ADRs /E&D</p> <p>ADRs /E&D</p> <p>ADRs /E&D</p>

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H Participation in CROS:	Principle 7		
<ul style="list-style-type: none"> • CMG to discuss and formulate action plan for NTU's participation in CROS. 		11/2012	CMG
<ul style="list-style-type: none"> • Disseminate updated information about CROS to research staff and their line managers. 		01/2013	CPLD/HR
<ul style="list-style-type: none"> • Proactively encourage participation of relevant staff in CROS, ensure staff are aware of deadlines. 		02/2013-05/2013	CPLD
<ul style="list-style-type: none"> • Analysis of results and implications for practice and future work. 		07/2013-09/2013	CPLD
<ul style="list-style-type: none"> • Discuss outcomes of CROS and follow-up actions at appropriate CMG (depending upon dates of survey and release of results). 		May/Nov 2013 and annually thereafter	CPLD

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<p>Participation in PIRLS:</p> <ul style="list-style-type: none"> • CMG to discuss and formulate action plan for NTU's participation in PIRLS. • Disseminate updated information about PIRLS to PIs and senior researchers who line-manage research staff. • Proactively encourage participation of relevant staff in PIRLS, ensure staff are aware of deadlines. • Analysis of results and implications for practice and future work. • Discuss outcomes of PIRLS and follow-up actions at appropriate CMG (depending upon dates of survey and release of results). 	<p>Principle 7</p>	<p>11/2012</p> <p>01/2013</p> <p>Jan 2012 onwards (as updated information about the next round of PIRLS becomes available)</p> <p>07/2013-09/2013</p> <p>May/Nov 2013 and annually thereafter</p>	<p>CMG</p> <p>ADRs/HR</p> <p>ADRs</p> <p>ADRs</p> <p>ADRs</p>
<p>J Concordat Management Group:</p> <ul style="list-style-type: none"> • CMG to meet twice a year, with named ADR to Chair, and with membership, terms of reference and main standing agenda items for the year to be set out during the November meeting. 	<p>Principle 7</p>	<p>Nov 2012, May 2013 and thereafter in May and Nov each year</p>	<p>ADRs</p>

Guide to abbreviations used

ADR	Associate Dean for Research
CMG	Concordat Management Group
CPD	Continuing professional development
CPLD	Centre for Professional Learning and Development
CROS	Careers in Research Online Survey
E&D	Equality and Diversity
HR	Human Resources
NTU	Nottingham Trent University
PDCR	Performance Development Contribution Review
PIRLS	Principal Investigators and Research Leaders Survey
PI	Principal Investigator
RCPD Tool	Research Continuing Professional Development Tool
(Athena) SWAN	Scientific Women's Academic Network