

Prifysgol Aberystwyth University  
**AURCG The Concordat to Support the Career Development of Researchers: Action Plan for 2018-2020**

**Acronyms:**

**AURCG:** Aberystwyth Research Concordat Group  
**RBI:** Department of Research, Business & Innovation  
**GS:** Graduate School

**HR:** Human Resources  
**PIMF:** Project Initiation and Management File

AURCG Action Plan 2018-2020

1 CONCORDAT MONITORING AND REVIEW: Vitae principle 7: The sector and all stakeholders will undertake regular and collective review of their progress in strengthening the attractiveness and sustainability of research careers in the UK					
1	AIM	ACTION	Success Measure	Dates	Responsibilities
1.1	Recalibrate membership of AURCG so that it includes appropriate representation from across the new academic structure including Associate Deans for Research; PDRA and fixed term research staff, PIs and ECRs, Athena Swan and Equalities roles	Draft new terms of reference for the AURCG	new terms of reference are adopted by AURCG	Easter 2019	<a href="#">AURCG Chair</a>
		Quarterly meetings of AURCG	Attendance of at least one representative from each category: Associate Dean for Research, fixed term, PI, ECR.	Summer 2019 and Autumn 2019; and thereafter each quarter in 2020.	AURCG-Chair, RBI
1.2	To improve internal evaluation of Aberystwyth's implementation of the Concordat.	Employ personalised and targeted emails to increase responses for PIRLS and CROS	20% response rate (CROS) and 50% response rate (PIRLS)	Jun-19	<a href="#">PG Skills Development Officer</a>
		Include the PRES, CROS and PIRLS survey results for review by AURCG	Receipt of Annual report to AURCG	Annually-Autumn 2019 and thereafter	<a href="#">PG Skills Development Officer</a>

2 RECRUITMENT AND SELECTION: Vitae Concordat principle 1: Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research.					
2	AIM	ACTION	Success measure	Dates	Responsibilities

2.1	Ensure Unconscious Bias training is undertaken by all REF decision making staff	Notify all such staff of the online training which they must complete.	100% of all such staff to have completed online course.	Spring 2019	RBI & Strategic Equality and Diversity Lead.
<b>RECOGNITION AND VALUE: Vitae Concordat Principle 2: Researchers are recognised and valued by their employing organisation as an essential part of their organisation's human resources and a key component of their overall strategy to develop and deliver world-class research</b>					
	<b>AIM</b>	<b>ACTION</b>	<b>Success measure</b>	<b>Dates</b>	<b>Responsibilities</b>
3.1	To ensure all researchers feel valued and are part of a community at Aberystwyth University.	<a href="https://www.aber.ac.uk/en/research/researcher-career-development/concordatcareerdevelopment/researchers/#postdoctoral-network-information">Trial the establishment of a Post Doc Network https://www.aber.ac.uk/en/research/researcher-career-development/concordatcareerdevelopment/researchers/#postdoctoral-network-information</a>	Running a monthly network attended by average 18 PDRA and fixed term research staff per session	January 2019 and monthly thereafter	RBI
3.2	To further improve communications between the University and the Researcher community.	Run focus groups specifically for the PDRA community to identify their specific expectations and needs.	RBI to convene annually, and to collate this with other feedback for report to AURCG each Autumn meeting.	Autumn 2019 and Autumn 2020	RBI
		Run Top Tips training sessions for PIs managing their grant and for those managing staff	>80% of new PIs and with staff management roles complete session.	Quarterly from March 2019 and annually.	RBI

3.3	To ensure all PIs and line managers are aware of the Concordat and their responsibilities.	<a href="#">Refresh the Project Implementation Management File (PIMF) to include more information and checklist for PIs managing staff and Vitae Concordat resources.</a>	>80% of external funded projects with PI responsibility for research staff to undertake PIMF	Easter 2019 and annually	RBI
3.4	Provide opportunities for promoting different researcher career stages.	<a href="#">Invite articles or diaries from different researcher career stages for the AberNews publication; e.g. 'a day in the life of ...'</a>	3 articles published from fixed term researchers and 1 article on PI, ECR or Senior researcher per year	Summer 2019, Summer 2020	RBI, Communications Team
3.5	To involve ECR and Research Assistants in developing and implementing research strategy	To pilot with the Faculty of Arts and Social Sciences membership of an ECR and a Research Assistant in the Faculty Research Committee	Faculty Research Committee Terms of Reference to include ECR and RA in the Membership and to attend Research Committee meetings	Spring 2019 and ongoing	<a href="#">Associate Dean for Research for Faculty of Arts and Social Sciences</a>
4 <b>SUPPORT AND CAREER DEVELOPMENT: Vitae Concordat Principles 3-4: Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment. The importance of researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career.</b>					
<b>4</b>					
	<b>AIM</b>	<b>ACTION</b>	<b>Success measure</b>	<b>Dates</b>	<b>Responsibilities</b>
4.1	<a href="#">To implement a comprehensive career development programme for all researcher career stages.</a>	Trial support for new staff to develop their research publications/profile before having a heavy teaching load	Pilot put in place	Sep-19	RBI, Associate Deans of Research, PG Skills Development Officer
4.2	<a href="#">Ensure effective induction for all research staff.</a>	Continue to invite new research staff to the	100% attendance (career stage information to be captured in report for AURCG)	Summer 2019; Summer 2020	<a href="#">HR</a>
		Update the induction pack for researchers and promote via email to new starters and their supervisors on a monthly basis. and media such as AberNews	100% of new starters and supervisors to have received induction pack by email	Spring 19 and monthly thereafter	<a href="#">RBI, HR</a>
		Continue compulsory 121 induction meetings with new academic starters and their relevant Research Development Officer.	100% of new starters offered and undertake 121 induction meetings as checked against quarterly new starter report. Quarterly report provided to AURCG	Each quarter of 2019, and 2020	<a href="#">HR, RBI</a>

4.3	Ensure effective support for researchers through the development of coaching and mentoring support.	Survey current university-wide coaching and mentoring provision across career stages	Draft report comprising baseline survey completed to inform future provision.	Jun-19	RBI, Career, Graduate School, Post Graduate Skills Development Officer, Associate Deans of Research
		Design pilot mentoring and coaching scheme	Pilot scheme in place with initial cohort-for review by Summer 2020.	In place by October 2019 and evaluated by Easter 2020	RBI, Careers, Graduate School, Post Graduate Skills Development Officer, Associate Deans of Research
4.4	Ensure that research managers have the skills and confidence to effectively lead and manage teams.	Continue provision of Spring Board development programme for women	positive evaluation through post-course questionnaire and ECS feedback	Programme will run at least annually. 2019 programme arranged for January - April	<a href="#">HRBP Licensed Springboard Trainer</a>
		Continue funding for the Aurora Leadership and Management programme for women, promoted by the AURORA Champion and the various Equality networks and HR Business Partners.	positive attendee feedback	Annually	<a href="#">HR and Strategic Equality &amp; Diversity Lead</a>

		<a href="#">Continue provision of annual HR Training Programme</a>	Offered to 100% staff rate, 80% take-up rate	Summer 2019 and Summer 2020	<a href="#">HR</a>
4.5	To provide career management guidance to PGRs	<a href="#">100% of PDRAs invited to attend 'beyond the PhD' workshops offered to mid and final year research students as the content is also relevant.</a>	80% attendance rate reported back annually to AURCG	Summer 2019; Summer 2020	<a href="#">Careers</a>
<b>5 RESEARCHER RESPONSIBILITIES</b>					
	<b>AIM</b>	<b>ACTION</b>	<b>Success measures</b>	<b>Dates</b>	<b>Responsibilities</b>
5.1	The University's expectations are clearly communicated and researchers are aware	Run Top Tips training sessions for PIs managing their grant and for those managing staff	100% of new PIs and with staff management roles complete session.	Quarterly from March 2019 and annually.	RBI

	Communicated and researchers are aware of their responsibilities.		New template compiled with input from RBI. 100% successful completion of probation	Implemented by 1st April 2019	<a href="#">HR, Associate Deans for Research, RBI</a>
5.2	<a href="#">Ensure PhD supervisors are aware of their responsibilities.</a>	To continue the Graduate School training for PhD Supervisors and ensure all PhD supervisors have undertaken the training.	Training offered to 100% of new supervisors and 75% attended.	Winter 2019 and winter 2020	<a href="#">Graduate School</a>
<b>6 DIVERSITY AND EQUALITY: Vitae Concordat Principle 6: Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers.</b>					
	<b>AIM</b>	<b>ACTION</b>	<b>Success measures</b>	<b>Dates</b>	<b>Responsibilities</b>
6.1	<a href="#">Ensure that diversity and equality is promoted in all aspects of the recruitment and career management of researchers in the University.</a>	<a href="#">Move ahead with a discipline agnostic Women in Research network.</a>	six bi-monthly meetings with average attendance not less than 10, reportage passed to Equality and Diversity champion	Network to be reviewed annually in Autumn 2019 and 2020	RBI, AURCG
<b>7 IMPLEMENTATION AND REVIEW</b>					
	<b>AIM</b>	<b>ACTION</b>	<b>Success measures</b>	<b>Dates</b>	<b>Responsibilities</b>
7.1	<a href="#">Implement and monitor progress of the Concordat Action Plan with relevant stakeholders.</a>	Ensure that the AURCG monitor the progress of the Concordat Action Plan and communicate progress to the Research Committee on an annual basis.	Quarterly meetings scheduled over the next 2 years. Annual report to first Research Committee of each calendar year	January 2019 and January 2020. February 2019 and February 2020	RBI & AURCG-Chair
		Hold consultation exercises on an annual basis regarding the Action Plan with researchers, producing a report for AURCG	Minimum of 10 respondents to consultation.	September 2019, September 2020	RBI