

MRC Harwell Technician Commitment Three-year Action Plan 2021-2024

Technician Commitment Pillars

1. Visibility	2. Recognition	3. Career Development	4. Sustainability	5. Evaluating Impact
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Responsible People & Groups

Technician Commitment Lead - TCL	Technicians Voice Committee - TVC	Technician Commitment Steering Group - TCSG
Human Resources - HR	Communications Team - CT	Health & Safety Forum - HSF
MLC Executive Board - MLCEB	MRC Technician Commitment Leads - MRCTCL	PR Champions - PRC

Pillar	Action	Responsibility	Timeline	Measure/Impact	Dependencies/Risks
1	<p>1. Technician Commitment Steering Group The TCSG was formed in August 2021. Members of the TCSG have been involved in the current self-assessment and action plan. We will:</p> <ul style="list-style-type: none"> • Increase our membership to include additional senior management • Work closely with the TVC to deliver our action plan • Mentor individuals assigned specific action plan tasks 	TCL/TCSG	Quarterly meetings	Regularity of meetings/Number of participants	Continued engagement of volunteer committee members
1	<p>2. Technicians Voice Committee The TVC will continue to meet regularly and feedback/develop ideas for the action plan. We will:</p> <ul style="list-style-type: none"> • Increase our membership 	TCL/TVC/TCSG	Quarterly meetings	Regularity of meetings/ Number of participants/ Engagement with all Technical staff	Continued engagement of volunteer committee members/attracting new committee members

	<ul style="list-style-type: none"> • Work closely with the TCSG to deliver our action plan • Assign specific tasks to individuals • Owners of specific tasks to break them into workable chunks 				
1	<p>3. Technician Commitment Intranet Space Create a resource on the Harwell intranet (Harweb) dedicated to TC activities and resources:</p> <ul style="list-style-type: none"> • Action Plans and Progress Reports • News and achievements • Events/past events • Profiles and contact information for PR Champions • Technician Profiles • Technician Exchange Scheme (TES) 	TCL/TVC/CT	Aim to launch November 2021	Number of visits to site/ number of contributions	Continued engagement of volunteer committee members/ time demands on content providers
1	<p>4. RITG Meetings and Activities TCL is a member of the Research Institute Technician Group (RITG) comprising TCL's from nine Institutes. RITG aims to facilitate the exchange of ideas, best practice and support for the Technician Commitment. MRC Harwell will continue to support, participate in and host events for RITG. MRC Harwell is hosting the RITS2021 event at the Advance Training Centre on Friday 5th November 2021.</p>	TCL	Monthly RITG meetings/ bimonthly virtual events/ annual symposium	Continued meetings/ participation levels/ feedback	Regular time commitment of TCL to attend meetings and organise events
3	<p>5. Practical Laboratory Training Introduce formalised laboratory training for all relevant staff.</p> <ul style="list-style-type: none"> • Induction and refresher courses • Regular assessment of competency 	HSF/HR	Monthly, as required	Feedback	Availability of trainers/attracting staff to become new trainers

	<ul style="list-style-type: none"> Tailored laboratory skills course for Animal Technicians. 				
3	<p>6. UKRI MRC Technical Exchange Scheme The TES gives technicians the opportunity to go to other MRC facilities for training for a period of up to 5 days; including travel, accommodation and food costs.</p> <ul style="list-style-type: none"> Promote the TES on intranet page Schedule regular meetings with other MRC TCLs to identify training opportunities on offer 	MRCTCL	Quarterly, as required	Number of applications for funding/ feedback	Securing ongoing funding/ willingness to provide training opportunities
1	<p>7. MRC Harwell In-House Technician Event Organise a second event for MRC Harwell Technicians. TVC to:</p> <ul style="list-style-type: none"> Survey Technicians to find out what sort of event they would like Oversee organisation of event 	TCL/TVC/TCSG	Aim for end of 2022	Attendance/Feedback	Continued engagement of volunteer committee members/ time demands for organisation of events
1/3/4	<p>8. Inter-MRC Technician Symposium Re-instate regular meetings with other MRC TCLs to:</p> <ul style="list-style-type: none"> Organising an in person event Potential options for virtual events 	MRCTCL	Quarterly, as required	Attendance/Feedback	Continued engagement of volunteer committee members/ time demands for organisation of events
3/4	<p>9. MRC Core Facilities Managers Forum Reconnect with the MRC Core Facilities Managers to:</p> <ul style="list-style-type: none"> Discuss options for future meetings Other activities Virtual events 	MRCTCL/TCSG	Quarterly, as required	Attendance/Feedback	Continued engagement of volunteer committee members/ time demands for organisation of events

1/2/3	<p>10. Technician Tour Exchange Investigate the options to do technician tour exchanges across the Harwell Campus.</p> <ul style="list-style-type: none"> TCL to discuss potential opportunities with Harwell Campus Skills Group and Organisations TVC to coordinate tours at MRC Harwell 	TCL/TVC	Late 2022/early 2023	Uptake of Tour Places/Feedback	Engagement of organisations on Campus/ time demands for organisation of events
2	<p>11. Colleague Recognition e-cards Implement a system where staff can send a thank you e-card to colleagues.</p> <ul style="list-style-type: none"> Have a competition to design cards Set up an intranet web page to send cards Promote e-cards via email/posters 	TCL/TVC/HR/CT	April 2022	Number of cards sent/Feedback	Staff engagement with competition and type of recognition process
2/3/4	<p>12. Professional Registration Continue to:</p> <ul style="list-style-type: none"> Promote PR to all staff PR Champions support and mentor internal and external staff through the process Support staff to complete annual CPD records <p>Introduce:</p> <ul style="list-style-type: none"> Two internal 'deadlines' for submission for each year "Help" sessions to provide one-to-one assistance to fill in the online application form 	PRC/TCSG/TVC	Ongoing	Continued successful registrations and annual CPD record updates	Continue to promote benefits of PR and CPD
1/2/3/4	<p>13. Advance Scientific Training Centre Opening of the Advance Training Centre offers more opportunities for:</p>	TCL/MLCEB/HR/HSF	Ongoing	Attendance levels/Feedback	Availability of trainers/attracting

	<ul style="list-style-type: none"> • Technicians to attend training courses • Technicians to deliver training courses • Develop their training skills (Train the Trainer) 				staff to become new trainers
3/4	14. Secondments Continue to make secondments available where appropriate. Put secondment case studies on Careers section on intranet/noticeboards	HR/CT/TCL	Ongoing	Placements being made available for all staff to experience other work environments	Ensuring staffing level is adequate to offer secondments
1/2	15. Promote Authorship and Acknowledgments for Technical Staff Continue to encourage authorship and acknowledgments for technicians working on internal and external projects. Publicise papers on noticeboards/online.	MLCEB/CT	Ongoing	Data from MRC Harwell Research Outputs	Dependant on Library for up to date data
3/4	16. Career Progression Pathways Develop visual career pathways using case study information that would form part of a Careers section on the intranet.	MLCEB/TCSG/HR/CT	April 2022	Completion/Feedback	Dependent on key Managerial staff having time to compile
5	17. TC Progress Reports Compile regular progress reports on the TC action plan	TCL/TCSG/TVC	Annual	Action plan updated annually on intranet (Harweb)	Engagement of TCSG and TVC to keep action plan updated
5	18. TC Impact Survey Implement regular TC impact surveys	TCL	Annual	Survey repeated with response rate above previous 25%	Continued support for TCL from TCSG MLCEB
1	19. New Staff Introductions Continue with: <ul style="list-style-type: none"> • New staff introductions via email/noticeboard 	HR	Monthly, as required	Feedback	Dependent on HR staffing
3/4	20. Develop a Careers Section on the Intranet	HR/CT/TCSG/MLCEB	April 2022	Completion/Number of views/Feedback	Dependent on key Managerial staff

	Create a resource on our intranet dedicated to Careers.				having time to compile/ time demands on content providers
1	21. Observers on Committees Increase the opportunities for technicians to become observers on committees	HR/MLCEB	April 2022	Increase in numbers on different committees	Time constraints to attend committee meetings/staff engagement
3/4	22. Create a structured mentoring scheme Develop a scheme to encourage staff to volunteer to become mentors.	HR/MLCEB	April 2022	Having a pool of mentors available/Increase in number of people being mentored or being mentors	Enough staff volunteering/ or wanting mentors/ time constraints on mentors/mentees
3	23. Noticeboards for TC and Career Progression Information Identify suitable noticeboards to display this information across site.	HR/TCSG	April 2022	Noticeboards in place/Feedback	Requires regular refreshing with information
3/4	24. New Training Opportunities through Local and National Networks Investigate opportunities to offer or support training in our local and national networks.	HR/TCSG	Ongoing	Increased opportunities for training/Feedback	Funding to enable staff to attend training
1/2	25. Professional Registration 100 Event Celebrate reaching 100 Professional registrants.	MLCEB/PRC/CT	Ongoing	All registrants are celebrated	Need to ensure all PR successes are recorded and shared with Comms team
3/4	26. Develop and Implement a Skills Strategy Set up working groups to develop and implement a skills strategy: <ul style="list-style-type: none"> • Develop a skills matrix for all roles • Identify skills gaps • Skills-focused appraisals • Map skills to training courses 	HR/MLCEB/TCSG	April 2022	Completion	Dependent on key Managerial staff having time to compile/ engagement with staff