Our **Key** Success Measures are the responses by research staff to the following questions which form part of our biennial Staff Survey. Our performance against these Key Success Measures may be measured at intervals between surveys. Our action plan and activity delivery measures will contribute to our performance indicated by our Key Success Measures. Key Success Measures and targets will be kept under review by CDRS.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **HR Excellence in Research (HRE) Success Measure Reference** | **Staff Survey Question** | **% Research Community positive response 2015****(G7-10)** | **% Research Community positive response 2017****(G7-10)** | **% Research Community positive response 2019****(G6-8)\*** | **Target and Date** (Staff Survey December 2019) |
| HRE1 | S13-4a I believe the University acts fairly with regard to recruitment. | 90 | 91 | 92 | Sustain at current level Measure 2019 Staff Survey |
| HRE2 | S5-2 Have you had an Objective Setting and Review (OSaR) meeting in the last 12 months? | 67 | 80 | 88 | All eligible Research staff should have OSaR (90% completion by October 2018) |
| HRE3 | S5-6 Did your OSaR meeting leave you feeling your work is valued by the University? | 56 | 48 | 58 | Improve to 75% positive.Measure progress 2019 Staff Survey |
| HRE4 | S9-1 I feel fairly paid in relation to other staff at the University doing a similar job. | 77 | 79 | 79 | Sustain at current levelMeasure Staff Survey 2019 |
| HRE5 | S6-1 I feel that I am given the same opportunities to develop as other staff. | 79 | 81 | 81 | Sustain at current levelMeasure Staff Survey 2019 |
| HRE6 | S6-2 I am satisfied with my current level of training and development. | 76 | 74 | 74 | Improve to at least 80% Measure Staff Survey 2019 |
| HRE7 | S13-2 I am aware of the University’s policies on Equality and Diversity. | 98 | 99 | 94 | Sustain at current levelMeasure 2019 Staff Survey |

\*NB Research Grades split to G6-8 and G9-10. G7 training salary falls within the boundaries of the single pay spine of Grade 6 staff therefore G6 was referred to in the survey. In 2015 and 2017 Staff Survey Research was G7-10.

|  |
| --- |
| **PRINCIPLE 1** Recognition of the importance of recruiting, selecting and retaining researchers with the highest potential to achieve excellence in research |
| **Lead**  | **Action**  | **Contributing success measure**  | **Delivery date**  | **Clause**  | **Outcome/Result** |
| ED&I | The aim is that REF processes are fair and transparent:* Carry out three Equality Impact Assessments (EIA) in accordance with the University of Dundee REF Code of Practice. This includes monitoring of eligibility and submission rate by gender, race and disability
* Investigate any issues which arise and action as part of REF2021
 | 3 EIAs completed. Any issues will be investigated and actions taken as part of the REF2021 process.  | May 2021 To be reviewed at Career Development for Research Staff Steering Group (CDRS), date.  | 1.1 | Completed. All EIAs have been completed and approved by VP-Researchand all relevant Committees and stakeholders. The outcome of the EIAs was that there was no discrimination or further investigation required.  |
| HR  | Review of university promotion criteria as part of Performance Framework and Action Plan priority for 2019/20. This action will be supported by:* Implementation of revised promotion criteria covering research staff with opportunity for input provided by research staff to feed into consultations.
* Monitor outcomes and success rates following the introduction of the new criteria to identify any potential impact for different groups
* Development and implementation of a Probation Policy for research staff. This will be supported by consultation with research staff through Research Staff Forum (RSF)
 | Successful implementation of new promotion criteria.Review of promotion applications and success rates. Development of a Probation Policy for research staff. Probation Policy training will be provided to line managers within HR for Managers workshops which are delivered at School level | February 2020 for implementation of new promotion criteria and reviewed annually thereafter. Reviewed at CDRS April 2020.November 2020. To be reviewed at CDRS.November 2020, reviewed annually. To be reviewed at CDRS. November 2020, reviewed annually. To be reviewed at CDRS.  | 1.4, 4.4  | Completed. The process was completed in mid 2021 and the documentation of the outcomes of this work can be [found here](https://www.dundee.ac.uk/hr/news/2020/annual-review-202122---academic-and-research-staff-promotion.php).Not applicable during this review period. We will continue to monitor promotion success rates in 2021/22. The Probation Policy is under development with the draft Probation Policy being developed in early 2021. The consultation process for this will be complete in late 2021 and the new Probation Policy will be published on the University’s HR website.  |
| **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 |
| **Lead**  | **Action**  | **Contributing success measure**  | **Delivery date**  | **Clause**  |  |
| HR HR | Continue to monitor completion rates and improve communication of the requirements for research staff to undertake Objective Setting and Review (OSaR) discussions.A revised OSaR process will be implemented for all staff including research staff as part of the development of an integrated Performance Management and Reward Framework. | Annual review of completed OSaRs (HRE 2). Target of 90% completion of OSaR by research staffAnalysis of the quality of OSaR (HRE 3). Target to increase from 58% to 75% for research staff | First quarter of 2021. To be reviewed at CDRS November 2021. First quarter of 2020. To be reviewed at CDRS April 2020.  | 2.1  | Completed. This annual exercise will continue, and the data has been published to the University Court. The annual OSaR cycle seen 672 Research staff undertaking their OSaR this represented 82% of the overall staff pool required to do OSaR. The number is lower than expected due to the pandemic. Completed for all academic and research staff. The new process will be implemented in 2021/22 and the impact of the implementation will be reviewed as above. |
| **PRINCIPLE 3** Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment |
| **Lead**  | **Action**  | **Contributing success measure**  | **Delivery date**  | **Clause**  |  |
| CDRSCDRS | The University 2019 Staff Survey which contains Careers in Research Online Survey (CROS) like questions specifically for research staff will run in late 2019. Analysis of results for research staff will be carried undertaken by Organisational and Professional Development (OPD) and any issues or actions reported to CDRS.Plans for addressing issues recommended to CDRS. CDRS will agree key actions and assign a lead to each action. Additional measures may be added to this action following further analysis of results and subsequent engagement with research staff on outcomes via the RSF. | CDRS members to raise outstanding actions that arise from the analysis of the 2019 staff survey | May 2021. To be reviewed at CDRS on a regular basis.  | 3.1, 4.4 | Completed. The 2019 Staff Survey was undertaken, and the data was analysed in early 2020. During the pandemic, the university ran a series of shorter intermittent pulse surveys.In May 2021, the University took part in the Culture, Environment and Development of Academic Research Survey (CEDARS) for the first time. The Analysis of the CEDARS results is underway and will inform future activity as determined by the CDRS committee. This activity will be monitored and reported in future action plans for both the HREinR Award and the revised RDC. Constituent groups of the CDRS committee were invited to devise their individual action plans as appropriate and any actions requiring attention by the CDRS committee were raised. The following is an example of an action included in the OPD Action Plan - In 2020/21 the Researcher and Academic Development Programme in OPD was improved to include feedback from the Staff Survey. Research staff highlighted they wanted the opportunity to engage with Project Management training. The RADO introduced workshops titled: “Project Management Skills for Researchers” a 4-part training and development opportunity over the course of 4 weeks. The webinars were oversubscribed with a capacity of 25 attendees in each workshop. Each of the workshops had a waiting list average of 10 research staff. While there were no specific attendance targets for these workshops, we typically see an average of between 6-12 research staff booking training sessions. As such, we commissioned a second set of this programme of webinars in the second semester of the programme and all research staff on the waiting list had the opportunity to engage with the second instalment of the training. The names of the workshops and attendance was as follows: * Introduction to Project Planning for Researchers (Part 1): Establishing Foundations (16) (15)
* Introduction to Project Planning for Researchers (Part 2): Scoping the Project (17) (18)
* Introduction to Project Planning for Researchers (Part 3): Creating the Plan (13) (15)
* Introduction to Project Planning for Researchers (Part 4): Planning for Uncertainty (14) (15)\*

\*The first number in brackets is attendance for the workshop run in Semester one and the second number in brackets is for the workshop run in Semester 2. |
| CS | The Careers Service will run two Lunch and Learn sessions with members of the RSF to highlight the variety of career paths to research staff and the career development support available at the university.  | Number of research staff attending Lunch and Learn sessions and review of feedback.  | May 2020. To be reviewed at CDRS August 2020. | 3.2  | Completed. The Head of Careers delivered 2 online webinars to the research community in the academic year 2020/21The title and attendance were as follows. * Planning Your Professional Research Career - an Introduction to the Researcher Development Framework (22 delegates)
* Career Options with Your PhD (26 delegates)
 |
| CfE PE | Centre for Entrepreneurship will offer training and access to financial support through the University-wide "Venture" competition for high potential business ideas.Launch of a Public Engagement Network (PEN) will provide all staff including research staff more concentrated public engagement opportunities and support. Develop two case studies of research staff engaging in this forum and the impact of this for their Career Development. | Number of research staff applications to Venture competitionPromotion of PEN to research staff by two articles within new Research Staff Newsletter. Two case studies of PEN will be developed | Applications of finalists in November 2019 and reviewed in January 2020. To be reviewed at CDRS February 2020. December 2019 and annually thereafter. To be reviewed at CDRS January 2020. December 2019 and annually thereafter. To be reviewed at CDRS January 2020.  | 3.3, 4.4 | Completed. Research staff are invited to apply for the Venture competition through the Centre for Entrepreneurship. This competition looks for new business ideas to fund through the Venture capital fund. In 2019/20 there were 11 applications, and this number was maintained in 2020/21. Since 2019 over £35,000 has been awarded to the Staff Category for the Venture award. PE Network was launched in September 2019 and has since met 11 times, every six weeks. Membership has grown from 30 members to 56 members. The Network is open to all staff and students at the University of Dundee. The Network is well attended and supports the creation of our monthly PE Newsletter, the group consists of both research staff and professional services staff. Case studies have been developed on the PE website and these case studies can be [found here](https://blog.dundee.ac.uk/one-dundee/category/public-engagement-stories/). In 2020 the University published six research focussed blogs/ case studies. |
| RADO | Further development of the University wide localised research staff information drop-in sessions with greater promotion of resources from Vitae. Research staff will also be provided information on career planning strategies and funding resources at these sessions. A launch of the revised Concordat to Support the Career Development of Researchers will be developed and used to highlight the national strategies of support for research staff. Revised dedicated research staff webpages will promote the Concordat and a University-wide event will be organised to celebrate the University’s past achievements in supporting the Career Development of Researchers and its continued commitment to the Concordat to Support the Career Development of Researchers. | Number of research staff at drop-in information sessions to be monitored and reported to CDRSMonitor the quality of the engagement of the researcher community. | November 2019 and annually thereafter. To be reviewed at CDRS December 2019. April 2021. To be reviewed at every CDRS meeting.  | 3.5 | Not applicable during this review period. The REO undertook the opportunity to engage with Research staff during Research staff drop-ins. The aim of the drop-in sessions was to provide University-wide information sessions and engage research staff in all schools on updates by key stakeholders, gather feedback on initiatives and discuss issues that they felt were important. Two of these sessions were held in August 2019 in the School of Medicine and the School of Life Sciences. When the REO left the post in late 2019 these sessions were suspended, and due to Covid-19 and working from home, they have not resumed with the new post holder.Completed. The revised RDC was launched electronically via a communication from the Director of HR&OD and the Vice-Principal (Research). This communication was sent to all Research and Academic staff informing them of the University’s commitment to the principles of the revised RDC. There is a further launch event planned for the revised RDC taking place in the next academic year where the Action Plan pertaining to the implementation of the RDC’s Principles will be highlighted.  |
| HR RADO | The 2019 Staff Survey results will inform the revision of the induction checklist for research staff. Launch of University wide research staff inductions will provide all research staff the opportunity to meet colleagues from different Schools, and opportunity to network with other researchers. The inductions will also provide early exposure to colleagues from key research services such as Research and Innovation Services, Library and Learning and OPD. ED&I information such as harassment and bullying and Research Integrity will also be provided. The inductions will also provide the opportunity to communicate the University’s professional culture, vision and values and emphasis on ongoing support for career development.  | Review of data from Staff Survey results, and relevant actions taken as a result of reviewLaunch of new research staff inductions with an aim of one-two per year. Attendance by research staff will be recorded and reported to CDRS. This activity will be monitored and reviewed at the first event before scheduling future events. | First quarter of 2020. To be reviewed at CDRS April 2020. May 2020, and reviewed annually thereafter. To be reviewed at CDRS August 2020.  | 3.6 | Completed. The checklist for new staff is now reviewed on an annual basis to ensure it remains relevant for new staff. Not applicable during this review period. The Research Staff Forum was consulted further on the requirement of research staff specific University induction, and it was agreed at this group that this would not be pursued further. The forum asked that the current staff induction should be strengthened to include information about the HREinR award and the revised RDC. |
| **PRINCIPLE 4** The importance of researchers’ personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career. |
| **Lead**  | **Action**  | **Contributing success measure**  | **Delivery date**  | **Clause**  |  |
| RADO | A pilot workshop on ‘Supporting the Career Development of Researchers’ will be developed and promoted to all research staff with attendance by line managers of research staff encouraged. | Engagement with new provision will be monitored and if successful will be embedded into OPD program | April 2020. To be reviewed at CDRS May 2020.  | 4.2 | Not applicable during this review period. Due to the move to online training and development provision for research staff this activity has been put on hold. OPD Partners will review this type of training provision in 2021/22 with the Head of Careers.  |
| RADORADOVP-Research | Development of a dedicated Research Staff Newsletter to act as a dialogue tool between research staff and the university. The newsletter will contain features such as ‘You said we did’, ‘Did you know’ and a summary of discussion from the RSF and the CDRS. It will contain case studies of research staff participating in mentoring, Public Engagement activities, and the outcome of consultations (see following action point).Development of a RSF with representation across Schools. The REO will engage research staff to develop the Terms of Reference for the group with an overall aim to enhance the working environment and support the career development of research staff. The RSF will become a supporting delivery partner of this action. Provisional objectives include: * Capture any issues or concerns so that the research staff community can be more clearly supported
* Build greater connectivity and opportunities for dialogue with existing committees and management groups such as Associate Deans of Research the University Executive Group
 | Continue to develop the research staff newsletter with input on emerging needs of the community, including updates from all researcher development stakeholders. Development of RSF and a review of any outcomes or actions which emerge as a result. Two meetings planned per year in the first instance with sustained representation from across the university a priority A review of any outcomes or actions which emerge as a result of conversations within the RSF. Actions raised and reviewed by CDRS. Communication of any actions agreed to be circulated within the Research Staff NewsletterA review of any outcomes or actions which emerge as a result of conversations with the RSF and with wider University governance. Progress reviewed at CDRS and subsequently communicated via the Research Staff Newsletter | January 2020, continually quarterly. To be continually reviewed at each CDRS meeting. November 2019, bi-annually thereafter. To be reviewed at CDRS on a committee basis. November 2019, to be reviewed at CDRS December 2020. December 2019, quarterly thereafter. To be reviewed at CDRS January 2020.  | 4.4, 3.3, 4.5 | Completed. The newsletter has been running quarterly since February 2020. During the pandemic, the newsletter became monthly with regular communications coming for the CDRS committee and relevant research areas. The newsletter received good engagement with over a quarter of recipients reading the full newsletter on the monthly basis.    Completed. The Research Staff Forum (RSF) was established in late 2019 with the aim of being a research community-owned and led initiative which feeds into CDRS. There are 12 members from across all 10 schools. With the membership being mixed between research staff (9), academic staff (2) and Principal Investigators (1). The group discussion focuses on, topical research staff critical areas, such as staff survey, RDC, Research Staff Newsletter etc. * *Numbers in brackets dictates the number of each staff type on the forum.*

Any issues raised at the RSF were taken directly to the Vice Principal (Research) at the CDRS committee and discussed then actioned accordingly. One issue that arose at the RSF was that surrounding the Animal Unit at the School of Medicine. The Vice-Principal (Research) held a meeting with relevant stakeholders and concluded merging the animal Units between the Schools of Medicine and Life Sciences, an outcome that was favoured by all parties. This conclusion has led to the creation of a strengthened Animal Unit provision which both schools have fair access to for research purposes. Completed. Since 2019 the CDRS committee membership has grown to include 2 new members. The chair of the School of Medicine Research Staff Association now attends CDRS in an advisory capacity and as a key link with their respective schools, taking the research membership of the committee to 5. The Doctoral Academy Manager was also invited to attend this group to help create better working links between the development of the research culture at the University. CDRS membership is open to all Research staff, with this advertised as a development opportunity via the bespoke newsletters for research staff and through the RSF.  |
| RADO | Wider promotion of the Teaching, Research and Academic Mentoring (TRAM) scheme and the Professional Development Mentoring scheme (PDM) scheme via inductions to research staff through the development of case studies highlighting research staff transition journeys into areas of Professional Services.  | Development of 3 research staff case studies made available on dedicated research staff webpages | January 2021. To be reviewed at CDRS.  | 4.5  | Not applicable for this review period. A case study was presented to the CDRS committee in May 2020 with the prospect of doing more over the summer of 2020. Due to the pandemic this was not actioned and instead an information event was hosted by the Training and Development Officer in July 2020 to highlight to research staff the success of the TRAM Scheme. Moving forward there will be repeats of this event in the future with the scope of creating more case studies. The OPD Partner who manages mentoring provision for the university was also successful in gaining new mentors from around the University’s senior leadership teams, with three Deans registering to become mentors. There have been 50 new applicants to the programme on the TRAM 2021/22 cycle.  |
| **PRINCIPLE 5** Individual researchers share the responsibility for and need to pro-actively engage in their own personal and career development, and lifelong learning.**Success Measure:****Plan for activity linked to Staff Survey responses and activity take-up** |
| **Lead**  | **Action**  | **Contributing success measure**  | **Delivery date**  | **Clause**  |  |
| RADO  | A workshop on Business Skills for Researchers will be delivered and promoted to all research staff. The session will explore transferability of research skills and careers in addition to academia. | Attendance at the workshop by research staff, alongside a review of feedback and subsequent revision of workshop to enhance quality if required. | March 2020. To be reviewed at CDRS April 2020.   | 5.2  | Completed. The REO left in early 2020 and the new post holder has not been trained on how to deliver this training. However, new provision on the Research and Academic Development Programme surrounding this genre of workshop was added to the programme in 2020/21: * *Entrepreneurship: all you need to know for setting up and business development* which seeks to upskill research staff on the business skills and entrepreneurship - 04/12/2020. RDF Subdomain D3, Engagement and Impact. (9 delegates)
* *Innovation, collaboration & business insights*which seeks to upskill research staff on the areas of business innovation skills for effective collaborations - 07/12/20. RDF sub-domain D3 Engagement and Impact. (7 delegates)
 |
| ACG  | The University of Dundee has developed a range of resources to support responsible and ethical practice in research, which is designed to promote research staff awareness and engagement with research integrity (RI) issues. The learning material includes both face to face training and a suite of video-based modules. As a result of new requirements (i.e., GDPR), the RI training is being revised after which it will be relaunched. Activities around the promotion of training to research staff will include:Promotion to research staff of online RI training and provision of additional localised support from Research Integrity Leads who are based within schools to provide supplemented support.  | Completion of update to online Research Integrity training modules in line with the GDPR requirements. Promotion of both the online training and further support available from Research Integrity Leads. | February 2021 with annual review thereafter. To be reviewed at CDRS April 2021.August 2021 (with cross-promotion at appropriate events such as induction). To be reviewed at CDRS September 2021.  | 5.3  | Completed. The content was reviewed under the new GDPR regulations and the video on data management was updated to include a section on GDPR.Research Integrity is now managed by the new Doctoral Academy (January 2020). As of February 2021, all academic staff who supervise research degrees must complete the University of Dundee online Research Integrity training as part of their accreditation and research staff with day-to-day supervisory responsibility are also strongly encouraged to complete this training. [Best practice for supervisors | University of Dundee](https://www.dundee.ac.uk/doctoral-academy/supervisor-best-practice) The Doctoral Academy have extended the deadline for PGR supervisors to complete the Online Research Integrity training to 30 September 2021 for current Research and Academic staff. The next review of Research Integrity is the Annual Review meeting scheduled for 26/8/21.  |
| HR RADO | Continue to plan for opportunities which will arise from “Talent Management” capabilities of the OneUniversity integrated system to support skills development and planning for research staff. To promote and encourage continual professional development of research staff, a Statement of Expectation guidance for Principal Investigators and research staff will be developed. The Statement of Expectation will set out the professional culture and practice of personal and professional learning at the University of Dundee for research staff. It will also outline the expectations of responsibilities for both research staff and PI’s. | Creation of a bespoke checklist for research staff on the One University System. Development and implementation of Statement of Expectation | August 2020 (implementation date to be confirmed). To be reviewed at CDRS. December 2020, reviewed annually thereafter. To be reviewed at CDRS January 2020.  | 5.5  | Not applicable during this review period. There has been a delay in the delivery of the OneUniversity technology system resulting in a delay in the overall implementation across the University. Not applicable during this review period/Carried forward. There has been positive engagement level on the Researcher and Academic Development Programme throughout 2020/21. This was further enhanced by some one-off training events available by application from the research staff community. In 2019/20 and 2020/21, the Research Team Leadership in Changing Times programme (delivered by AdvanceHE) has been attended by 5 Research Staff or Teaching and Research Staff, with these places being fully funded and subsequently evaluated by OPD. Since the participants engaged on the Research Team Leadership in Changing Times programme there have been many positive outcomes. Some feedback from the participants included:*“Since the meeting and coaching session, I have written a lab philosophy handbook where I cover expectations and responsibilities, the purpose and structure of each of our meetings and the culture that we are aiming to develop”**“I recently applied for and was offered the position of ..... - which I obviously accepted! This is a big jump in responsibility from my current position and there are significant leadership/management parts to this role. I’ll be overseeing the running of all our computing UG courses and the staff that are involved in this too.**Safe to say that I wouldn’t have been comfortable in going for this new role if it wasn’t for the breadth of courses that I’ve carried out with OPD. I feel like it’s put me in a great place to deal with the many duties that the role requires and the skills that I’ve focused on developing in the last year will be put to good use! Many thanks to you and the rest of the team at OPD for putting together the HUGE programme of training events over the year – it is very much appreciated”*In addition, as a pre-cursor to developing a Statement of Expectation, the bespoke Researcher Focus newsletter and work undertaken with the Research Staff Forum to promote and encourage the research staff voice has led to increased engagement with the research staff population, as seen by increased membership on the CDRS committee, and a standing ‘Researcher Voice’ agenda item. This improved engagement and awareness, has also increased the number of research staff undertaking continued professional development as seen in Principle 3 (above) – engagement figures for research staff on bespoke project management training which was developed in response to the review of 2019 Staff Survey data.  |
| **PRINCIPLE 6** Diversity and equality must be promoted in all aspects of the recruitment and career management of researchers |
| **Lead**  | **Action**  | **Contributing success measure**  | **Delivery date**  | **Clause**  |  |
| ED&I | Enhanced promotion to research staff of the University’s commitment to equality: * Promotion of Athena SWAN, Stonewall and Workplace Equality Index and opportunities for research staff to participate with the schemes through use of internal communication
* Communication of equality opportunities and information to research staff through attendance at research staff specific events such as the Research Staff Breakfast Networking series and University wide research staff inductions
 | Development of communication material targeted at research staff which will be distributed to research staff via the Research Staff NewsletterED&I to attend up to three research staff engagement activities in 2019/20 to communicate equality opportunities | October 2019 and annually thereafter. To be reviewed at CDRS November 2019. First quarter of 2020. To be reviewed at CDRS April 2020.  | 6.3  | Development of EDI SharePoint site that will contain EDI policies and other resources is currently being developed and is expected to be completed before the end of the next academic session.  Development of a communications strategy for Athena Swan to be used to promote gender equality specifically but will also be used to promote other EDI work at all levels within the university, including for our researcher community. |
| HR  | Suite of Work/Life Balance policies to be extended once EIA completed. The aim is to increase research staff knowledge and understanding of family friendly policies and flexible working opportunities: * Promote flexible working opportunities to research staff
* Monitor uptake and approval of opportunities by protected characteristics to identify and address any negative trends for research staff
 | Analysis of numbers of research staff applying for flexible working arrangements, successful and unsuccessful applications, for research staff and the development of actions based on findings | September 2020 and annually thereafter. To be reviewed at CDRS.   | 6.4  | Not applicable during this review period however the Menopause Policy, the Safe Leave Policy and the Parental Bereavement Leave policy have all been agreed by PODCo. The policies can be [found here](https://www.dundee.ac.uk/search?query=%20&f%5B0%5D=corporate_information_category%3A2696&f%5B1%5D=type%3Acorporate_information).  |
| ED&I  | Mechanisms for addressing bullying and harassment and the support available to research staff will be promoted at research staff specific events such as the Research Staff Breakfast Networking series. This includes the following: * Promotion of the mechanisms for reporting bullying, harassment and discrimination
* Guidance to Harassment Advisors and regular Advisors on any research staff related issues which may arise through conversations as part of the RSF
* Market Harassment Advisors more widely to research staff via specific initiatives such as the Research Staff Newsletter and engage with the new University wide research staff inductions and RSF
 | Review of 2019 Staff Survey results (specific questions on bullying and harassment)ED&I to attend three research staff engagement activities in 2019/2020Monitor number of complaints and reasons for harassment cases by research staff category, and protected characteristics to identify and act on any trends as appropriateInclusion of bullying and harassment information within induction material for research staff | To be reviewed bi-annually, starting from April 2020 and to be updated to CDRS. | 6.9, 4.4 | All complaints made under the Dignity at Work Policy are monitored on a regular basis. With regards to serious complaints that may involve prolonged harm or abuse, the university has developed a Safeguarding Policy and Safeguarding Guidance for Researchers. These documents can be found in the [University’s Safeguarding webpages.](https://www.dundee.ac.uk/governance/dca/safeguarding/) The University also has an online reporting page where any concerns can be raised anonymously. Although this was set up specifically for incidents of gender-based violence and domestic abuse, it can be used to raise other concerns also. This reporting form can be found on the [University website here](https://www.dundee.ac.uk/guides/gender-based-violence.).  |
| **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 |
| **Lead**  | **Action**  | **Contributing success measure**  | **Delivery date**  | **Clause**  |  |
| CDRSRADO OPD | CDRS will undergo a further review of its remit and Terms of Reference. There will be a greater focus on collaborative efforts across stakeholders in supporting research staff. This will include the incorporation of research staff (via the Research Staff Forum) as a supporting partner in the delivery of HR Excellence in Research actions.The 2019 Staff Survey in December 2019 will inform improvement areas in researcher development which will help support the focus of CDRS as it continues to review the progress of its activities. Write a strategic justification paper to the staffing committee to move the fixed term RADO post to an open-ended contract. | Review of Terms of Reference (ToR) and CDRS remitReview of 2019 Staff Survey data to identify any key themes, trends and action if necessary. Report to CDRS.RADO post moved from fixed term to open-ended contract. | November 2019. To be reviewed at CDRS December 2019.  May 2020. To be reviewed at CDRS August 2020. December 2020. To be reviewed at CDRS in August 2020. | 7.1 | Carried forward. As the University has now become a signatory of the revised RDC the remit of the group will now be changed in line with the new Principles of the revised RDC. The review of the CDRS ToR will take place in September 2021. Constituent groups of the CDRS committee devised their individual action plans as appropriate and any actions requiring attention by the CDRS committee were raised as appropriate. OPD Actions have been identified and assigned to the relevant OPD Partner. The OPD Actions were published to CDRS in May 2020. As mentioned, one of the biggest successes from the development of the OPD specific action plan was the targeted advertisement of the Research and Academic Development Programme. The OPD Partner created a feature in the research staff newsletter about the “you said we did” in line with the research staff requesting more project management training. The CDRS committee will take the lead on actions from the CEDARS survey results which are currently being analysed. (Refer to Principle 3, above). Completed. At the end of 2020, the Head of OPD was successful in securing the Researcher and Academic Development Officer as a permanent full-time post. The temporary post became permanent in December 2020.  |

**Abbreviations**

|  |  |
| --- | --- |
| ACG  | Academic and Corporate Governance |
| CDRS | Career Development for Research staff Steering Group  |
| CROS | Careers in Research Online Survey |
| CS | Careers Service |
| CfE  | Centre for Entrepreneurship  |
| ED&I  | Equality Diversity and Inclusion  |
| EIA  | Equality Impact Assessment  |
| HR  | Human Resources |
| HRE | HR Excellence in Research Success Measure Reference  |
| OPD  | Organisational and Professional Development |
| OSaR | Objective Setting and Review  |
| PDM  | Professional Development Mentoring scheme |
| PODC0 | People and Organisational Development Committee  |
| REF  | Research Excellence Framework  |
| RADO  | Researcher and Academic Development Officer  |
| REO | Research Enhancement Officer |
| RSF | Research Staff Forum  |
| TRAM  | Teaching, Research and Academic Mentoring scheme  |
| UEG  | University Executive Committee |
| VP-Research | Vice-Principal (Research, Knowledge Exchange and Wider Impact) |

**Career Development for Research Staff Steering Group Calendar**

**2019/20**

|  |
| --- |
| 30th October 2019 |
| 27th November 2019 |
| 18th December 2019 |
| 29th January 2020  |
| 24th February 2020 |
| 21st April 2020  |
| 27th August 2020  |

**2020/21**

|  |
| --- |
| 26th October 2020 |
| 14th December 2020 |
| 15th February 2021 |
| 19th April 2021 |
| 7th June 2021 |
| 17th August 2021 |