Technician Commitment Action Plan for the University of Sussex 2022-25 as at 01/03/2022

Action	Who	Prior to 2022	Phase 1 - 2022/23				Phase 2 - 2023/24				Phase 3 - 2024/25				Status (RAG)
			01/04/2022	01/07/2022	01/10/2022	01/01/2023	01/04/2023	01/07/2023	01/10/2023	01/01/2024	01/04/2024	01/07/2024	01/10/2024	01/01/2025	
Overarching Actions															
Maintain regular liaison with Technician Commitment Lead	SG/ADTO/TCC		█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Review and refine governance of the Technician Commitment at Sussex	SG/ADTO			█	█	█									Action needed - 1
Establish TC co-ordinator and administrative support to drive this action plan	ADTO		█	█	█	█									Action needed - 1
Review of line management arrangements for technicians and make recommendations to ensure involvement of technical/professional service	SG/ADTO/HOTS	Undertaken as part of the Technical Services Review													Ongoing/in progress
Identify initiatives to increase number of BAME technicians in the University	TCC				█	█	█	█							Action needed - 2
Visibility															
Communicate the aims of the Technician Commitment widely across the University - including a comms plan	TCC/CM		█	█	█	█									Action needed - 1
Develop the Technician Commitment website as the 'go to' place for technicians to support their development, career progression, networking and access to resources	TCC/ADTO/CM	Undertaken, in part, with the Technical Services Review	█	█	█	█									Action needed - 1
Use forums or other means of general communication to contact technicians and key stakeholders	TCC	Undertaken as part of the Technical Services Review	█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Support and promote the work of the Technician Commitment Working Group - including social media posts	TCC/ADTO/CM		█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Coordinate a technicians' photography project to build on the images of technical staff in our photo repository, reflecting the diversity of technical roles and technicians across the University.	TCC/ADTO/CM						█	█	█	█					Action needed - 2
Recognition															
Utilise University wide websites and the Technicians Make it Happen website, to promote the work of technicians and opportunities for technicians	TCC/ADTO						█	█	█	█					Action needed - 2
Support technicians with gaining professional registration status	TCC/ADTO		█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Establish a Technician Recognition Scheme based on the Discretional Pay Review	SG/ADTO/TMs/CM						█	█	█	█					Action needed - 2
Encourage nominations for local and national awards eg Times Higher	TCC/ADTO		█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Career Development															
Undertake Skills, Roles and Responsibilities Survey of all technical staff, using results to inform skills gaps and training needs	SG/ADTO/TMs/CM	Undertaken as part of the Technical Services Review													Complete
Ensure some financial support for training, conference attendance and professional registration for technicians across the University, equitably.	ADTO/TMs	Partially undertaken as part of the Technical Services Review	█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Deliver Technician Networking events regularly through the year	TCC		█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Maintain links with appropriate national bodies and their resources eg Higher Education and Technicians Education Development (HEaTED), National	SG/ADTO/HOTS		█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Identify and share best practice with regard to technician development and progression in departments	ADTO/TMs						█	█	█	█					Action needed - 2
We will support technicians to attend relevant conferences organised by external bodies to encourage professional networking and cross-sector learning	ADTO/TMs		█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Connect with other external bodies (including University and professional) to ensure consistency between science and arts technicians in the actions	ADTO/TMs		█	█	█	█	█	█	█	█	█	█	█	█	Ongoing/in progress
Review and look to extend the Online Career Development Tool to include technician skills and attributes, and engage technicians with this	PD/TCC						█	█	█	█					Action needed - 2
Consider setting up a Mentoring Pilot Scheme for technicians, implament.	PD/TCC										█	█	█	█	Action needed - 2
Sustainability															
We will look to establish a laboratory technician apprenticeship scheme, to complement our existing mechanical workshop and maintenance engineering schemes, leveraging the apprenticeship levy.	ADTO/TMs/AM				█	█	█	█							Action needed - 2
Collate and publicise technician apprenticeship vacancies to increase visibility of technical roles available	ADTO/TMs/AM						█	█	█	█					Action needed - 2
Increase outreach activities with local schools/colleges to promote technician careers and work experience	TCC/ADTO/TMs										█	█	█	█	Action needed - 2
Identify potential technician and skill shortage areas, following review of age, gender, race, grade and role profile data; highlight actions required	ADTO/TMs						█	█	█	█					Action needed - 2
Produce roadmap of key career stages for technicians from apprenticeships upwards	TCC/ADTO/HOTS										█	█	█	█	Action needed - 2

	Evaluating Impact															
	Establish evaluation criteria to measure success of the Technician Commitment at Sussex eg turnover, promotions, skills shortages, take up of training and professional registration and Continuing Professional Development activities, success stories, anecdotal evidence.	TCC	Linked to Technical Services Review 2021 Success measures													Action needed - 2
	Complete annual evaluation report for relevant bodies eg Technician Agenda Steering Group, Personal and Professional Development Committee, include progress against metrics; lessons learnt, targets for future years	TCC/ADTO/HOTS															Action needed - 2
	Review and update action plan with input from Working Group, Technician Comittment Lead and technicians	TCC/ADTO/HOTS															Ongoing/in progress

Who
SG: Sarah Guthrie, Organisation Lead for Technician Commitment and Head of School for Life Sciences
ADTO Associate Director of Technical Operations
HOTS Head of Technical Services
TCC: Technician Commitment Co-ordinator
TMs, Technician Managers
AM, Apprenticeship Manager
CM, Comms Manager
WG: Technician Commitment Working Group
PD: Professional Development team

RAG
Action needed - priority 1
Action needed - priority 2
Ongoing/in progress
Complete