| **Action** | **Link to TC** | **Key Outputs** | **Timeframe** | **Person Responsible** | **Success Criteria** |
| --- | --- | --- | --- | --- | --- |
| **Start** | **End** |
| Identify a senior lead on UEC to advocate for and champion technical staff and the technician commitment. | Visibility | Communication and discussion about Technicians and the Technician Commitment at University Executive Committee (UEC).Importance of Technicians’ contribution to the University discussed by the Executive. | March 2018 | Ongoing | Dr Mark BaconDirector of Research, Innovation and Enhancement | UEC endorsed the nominated senior lead.Statement from senior lead published on website.Pledge to support the Technician Commitment and Technicians minuted. |
| Establish a Technician Hub/Network | Career development and Sustainability | Create a visible, shared purpose of learning together and technical support among members of the technical staff community | Sept 2018 | Ongoing | OD | Bi-monthly meetings held across the University.Increased sharing of practice and resources.Increase in technical staff applying for internal positions. |
|  |  | Create a mechanism for concerns and issues in the technical community to be raised to the senior lead. | Sept 2018 | Ongoing | OD  | Institutional Lead receives input from Network.Ideas from Network fed into University practices.Input received from Network on the theme of the Technical Conference. |
| Establish an annual conference for Keele’s technical staff | Recognition | Promote technical work, careers and professionalism | 2018/19 academic year | Annually | HR and OD in conjunction with the Network | Conference held.Over 50% of technicians attend.Follow up actions identified.Positive feedback received.Second conference runs in 2019/20. |
| Resource the delivery of a course on leading technical staff for current and aspiring technical staff managers. | Career development | ‘Leading Technical Staff’ runs in 2018/19 with a cohort of technical staff. | April 2018 | July 2019 | OD | Positive feedback from delegates received.Additional networking of participants.Funding for a second cohort agreed by the University.Successful promotion of a delegate.Enhance appraisal discussions and identification of development needs fed back to OD at the end of the appraisal cycle. |
| Review the current formal training offer from OD for relevance to the technical staff community. | Career development and Sustainability | Reviewed and refreshed training offer | Sept 2018 | Ongoing | OD  | Increased engagement in OD activities. |
| Create a vibrant dedicated webspace to promote and encourage career development for technical staff and Keele’s commitment to the Technician Commitment | Career development and Visibility | New webpages launched with links to resourcesPages regularly updated | June 2018 | Ongoing | OD  | Additional resources added to the pages as the University delivers against the action plan.Regular visitors to the webpages (monitor via google analytics).Group convened to explore the possibility of developing an interactive discussion forum. |
| Promote the University’s pledge to the Technician Commitment | Visibility | Technician Commitment incorporated into the University general recruitment brochure.Technician Commitment logo used on adverts for Technical roles. | June 2018 | Ongoing | HR | Logo and statement appears in new general recruitment brochure.Logo appears on technical job adverts and directs potential applicants to webpages, resulting in an increase in external visitors to this page. |
| Review the use of Apprentices across the Institution | Sustainability | New technical apprenticeship roles advertised | June 2018 | Ongoing | HR  | Increase in technical roles within the University’s apprentice cohort. |
| Explore the possibility of using apprenticeship levy monies for current staff development needs | Sustainability | Identification and promotion of relevant apprenticeship training programmes to technical staff. | October 2018 | September 2019 | HR and OD | 3 technical staff to have enrolled on an apprenticeship qualification by September 2019. |