

Concordat summary and link to previous actions	Concordat principle	Actions, success measures, timescale and responsibility
<b>Online PDR System:</b>		
B3 Appraisal & Performance Management	Principle 2: Recognition & Value	<p><b>Action:</b> Pilot new online PDR system with Research Staff from October 2017-March 2018</p> <p><b>Success measure:</b> Representative sample of Research Staff from different departments/faculties are part of the pilot. Target at least 50% of PDR eligible research staff to test new system.</p> <p><b>Timescale:</b> 10/2017-04/2018</p> <p><b>Responsibility:</b> Dep. Dir. HR&amp;OD</p>
B3 Appraisal & Performance Management	Principle 2: Recognition & Value	<p><b>Action:</b> Gather feedback from research staff, PIs and HoD on new PDR process</p> <p><b>Success measure:</b> Feedback obtained from 80% of those taking part in pilot and feed into review process.</p> <p><b>Timescale:</b> 10/2017-04/2018</p> <p><b>Responsibility:</b> Dep. Dir. HR&amp;OD /SDCR</p>
<b>Career and development planning:</b>		
B5 PIs aware of responsibilities <i>and</i> D8 PIs encourage researchers to attend training & career development events & courses	Principle 2, 3 & 4: Recognition & Value and Support and Career Development	<p><b>Action:</b> Develop guide for PIs that refers to their responsibilities and signposts to the support and development opportunities that are available for research staff to support then in encouraging research staff to develop their careers.</p> <p><b>Success measure:</b> Guide is delivered to 100% of PIs when they are recruiting a new member of research staff.</p> <p><b>Timescale:</b> By 03/2018</p> <p><b>Responsibility:</b> SDCR to develop guide with support of PI researcher development lead, HR Service Centre Manager to deliver to PIs</p>
B12 Promotion opportunities transparent and communicated	Principle 2, 3 & 4: Recognition & Value and Support and Career Development	<p><b>Action:</b> Monitor attendance at workshops explaining the criteria and application process for promotion to Reader and Professor. Evaluate the effectiveness of these with regards to supporting and encouraging strong applications from female candidates.</p> <p><b>Success measure:</b> Monitor attendance, promotion application rate and success rate.</p> <p><b>Timescale:</b> By 09/2017 and at each promotion round</p> <p><b>Responsibility:</b> SDCR and Athena Swan Actions Committee Chair</p>

C6 Clear systems to plan career development	Principle 3, 4 support and career development	<p><b>Action:</b> Investigate the use of career/development planning linked to the online PDR process.  <b>Timescale:</b> By 09/2018  <b>Responsibility:</b> Dep. Dir. HR&amp;OD</p>
C9 Planned induction for researchers on appointment	Principle 3, 4 support and career development	<p><b>Action:</b> RIS to introduce an induction/introduction to research and innovation communication to new staff.  <b>Success measure:</b> Sent to 100% new research staff.  <b>Timescale:</b> By 12/2017  <b>Responsibility:</b> SDCR to develop resource. RIS departmental manager to distribute</p>
C18 Mentoring arrangements in place	Principle 3, 4 support and career development	<p><b>Action:</b> Monitor uptake of SUMAC with research staff.  <b>Success measure:</b> Aim for 100% of research staff to be offered a mentor and 80% uptake.  <b>Timescale:</b> 06/2018  <b>Responsibility:</b> SDCR with support from L+D advisor managing SUMAC system</p>
C18 Mentoring arrangements in place	Principle 3, 4 support and career development	<p><b>Action:</b> Hold a Researchers' Network lunch on SUMAC and mentoring and use the Researchers; Network to continue to promote mentoring.  <b>Success measure:</b> Session takes place and is attended by 30% of research staff.  <b>Timescale:</b> 01/2018  <b>Responsibility:</b> SDCR with support from Researchers' Network Champions</p>
D5 Researchers should recognise that the primary responsibility for managing and pursuing their career is theirs.	Principle 3, 4 support and career development	<p><b>Action:</b> Continue to promote development opportunities broadly via the Researchers' network, PIs and via faculties.  <b>Success measure:</b> 90% of researchers engaging with some form of development activity .  <b>Timescale:</b> 09/2018  <b>Responsibility:</b> SDCR with support from Researchers' Network Champions</p>
D10 Researchers record PDP & CPD activities	Principle 3, 4 support and career development	<p><b>Action:</b> Ensure robust process in place to continue recording RDP attendance onto HR system.  <b>Success measure:</b> up-to-date records (by end of each term) in place and accessible to research staff.  <b>Timescale:</b> 09/2017  <b>Responsibility:</b> RIS departmental manager</p>

D10 Researchers record PDP & CPD activities	Principle 3, 4 support and career development	<p><b>Action:</b> Investigate options to ensure that the development record/RDP attendance record is available to researchers and reviewers as part of the new online PDR process.</p> <p><b>Success measure:</b> Development record available/assessable at PDR.</p> <p><b>Timescale:</b> 09/2018</p> <p><b>Responsibility:</b> Dep. Dir. HR&amp;OD</p>
<b>Moving forward and monitoring initiatives:</b>		
E2 Develops specific schemes and action plans	Principle 6 Equality and diversity	<p><b>Action:</b> Develop a business case for the joining the ECU Race charter.</p> <p><b>Success measure:</b> Business case presented to UEB.</p> <p><b>Timescale:</b> 03/2018</p> <p><b>Responsibility:</b> E&amp;D advisor (charters) and UEB E&amp;D champion</p>
E2 Develops specific schemes and action plans	Principle 6 Equality and diversity	<p><b>Action:</b> University to apply for Athena SWAN Bronze (extended principles).</p> <p><b>Success measure:</b> Application made.</p> <p><b>Timescale:</b> 11/2017</p> <p><b>Responsibility:</b> E&amp;D advisor (charters), Athena Swan Actions Committee Chair and Athena Champion</p>
E2 Develops specific schemes and action plans	Principle 6 Equality and diversity	<p><b>Action:</b> Develop further E&amp;D learning for staff around Disability and Transgender.</p> <p><b>Success measure:</b> Training included in L&amp;D staff training offer by November 2017.</p> <p><b>Timescale:</b> 11/2017</p> <p><b>Responsibility:</b> E&amp;D Manager</p>
F1 procedures in place for regular review of the Concordat and the extent to which UoP meets it	Principle 7 Implementation and review	<p><b>Action:</b> Continue monitoring by the CIG and to gather feedback via CROS/PIRLS and monitor uptake.</p> <p><b>Success measure:</b> Maintain uptake of CROS at over 50% of research staff cohort.</p> <p><b>Timescale:</b> by 09/2017 and then after each CROS/PIRLS</p> <p><b>Responsibility:</b> SDCR</p>
F2 Obtaining feedback from researchers	Principle 7 Implementation and review	<p><b>Action:</b> Use the Researchers' Network to gather feedback, highlight issues and provide updates.</p> <p><b>Success measure:</b> Increase attendance by research staff by 50%.</p> <p><b>Timescale:</b> by 06/2018</p> <p><b>Responsibility:</b> SDCR with support from Researchers' Network Champions</p>