



HR Excellence in Research award

Bournemouth University

Two year review January 2015

### 1. Introduction and process

Bournemouth University (BU) was awarded the EC HR Excellence in Research award in January 2013 in recognition of the achievements so far and the on-going commitments to align policy and practice to the Concordat to Support the Career Development of Researchers and the European Charter for Researchers. Following our award we established a Research Concordat Steering Group (RCSG) to steer our Concordat related work, make decisions in relation to relevant activities and monitor progress made with achieving the objectives in our action plan. The RCSG reports into the University Research and Knowledge Exchange Committee (URKEC) and meets four times a year. It is chaired by the Pro Vice-Chancellor, Research and Innovation (PVCRI) and membership includes at least one academic representative from all Faculties, research staff representatives and senior colleagues from Human Resources, Research and Knowledge Exchange and Organisational Development.

We took part in the CROS and PIRLS surveys for the first time in 202

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- x BU designed and launched development programme in September 2013 based on Vitae's Researcher Development Framework (c. 30 researchers attended the launch event) (action 3.1a).
- x Induction processes and resources have been updated and the 'New to BU' webpages now include a specific section on support available to researchers (action 3.6b).
- x The Concordat accompanied with the relevant Vitae briefing document, our action plan and the BU Code of Practice for the Recruitment and Development of Research Staff is sent to all new research staff and their line managers when they join BU (action 3.6a).
- x The majority of research staff now have an annual appraisal (CROS 2013 data indicates that 85% had undertaken an appraisal within the last two years and of those who had not most were still on probation) 57% of respondents to our research staff survey in 2014 had a personal and professional development plan in place, 43% had a long term career development plan in place and 57% were mentored (action 3.9).
- x We have initiated a pilot for external mentoring arrangements with a small group of researchers in 2014 (action 3.8).

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## General

- x To hold an annual Concordat-themed event open to research staff and their line managers to talk about the action plan and generate feedback and future ideas (action GEN1)
- x To undertake phase 2 of the Academic Career Framework project to review the career framework for research staff, to include job descriptions, person specifications, pay and grading, contractual status, promotion and development opportunities (actions A.1.2 B.2.1a, B.2.6a, C.3.7)

## A. Recruitment and selection

- x To review our policy on the use of fixed-term contracts and monitor its implementation (action A.1.3).
- x To ensure compliance with requirements for interview panels to reflect diversity and experience/expertise (action A.1.4a).

## B. Recognition and value

- x To resource and promote the RSA, to ensure it meets regularly and that views are shared with URKEC and RCS (actions B.2.1b, B.2.1c, C.4.13b)
- x To continue to review the breadth of our leadership development provision, ensuring that research leaders and line managers are able to access relevant programmes and individual coaching support where appropriate (action B.2.3a, B.2.3b, B.2.3c)
- x To produce a university-wide bridging fund policy and procedures to ensure fairness and consistency for research staff between grants/contracts (action B.2.4).

## C. Support and career development

- x To liaise with BU's Careers and Employability Service to investigate providing specialist advice to research staff and to improve support provided to line managers of research staff. To ensure these opportunities are promoted sufficiently (action C3.1).
- x To review and strengthen the implementation of the Vitae RDF for staff and PGRs, including provision for line managers of researchers. To explore how research staff could be involved in the delivery of some of the sessions (action C.3.2).
- x To continue to improve the effectiveness of central induction through the provision of events and/or resources tailored specifically to the needs of academic and research staff (action C.3.6a, C.3.6b).
- x To deliver the new Foundation Programme in Coaching and Mentoring Practice (FPCMP) and BU Mentor Network (action C.3.8a).
- x To continue to improve the accuracy of monitoring of engagement with appraisal, seeking to ensure that all staff, irrespective of role, are appraised effectively (action C.3.9a).

## D. Researchers' responsibilities

- x To finalise the updated commercialisation and IP policy (action D.5.2)
- x To continue to embed the new ethics governance structure, including raising awareness of the importance of research ethics across the University (action D.5.3).

## E. Diversity and equality

- x To make a submission for a bronze institutional Athena Swan award (action E.6.3a).
- x To review the diversity data for the REF 2014 preparation and submission (action E.6.3b).
- x To launch Dignity and Wellbeing Advisers to act as a support staff (action E.6.3c).