

Appendix A:
University of Liverpool Technicians Commitment Action Plan – Mar 2024 to Mar 2027

Theme	Ref.	Objective	Action	Measure	Lead
Visibility Ensure that technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution	1.1	Be inclusive of technical staff and their considerations in conversations on sector-policy developments. *TCR	<p>We will continue to hold quarterly forums with Technical Leaders to disseminate good practice, highlight progress on our actions and provide a voice for the technical workforce.</p> <p>We will ensure regular communications about the University’s commitment to the Technician Commitment, via the work of the Technicians’ Network and the Technician Commitment Steering Group.</p>	<p>10 forums to be run over 36 months.</p> <p>Rolling comms process throughout lifespan of the Action Plan.</p>	<p>The Academy</p> <p>The Technician Commitment Steering Group</p>
	1.2	To further increase understanding of the contribution and impact that technical roles have towards the University meeting its strategic goals.	<p>We will continue to support the Technicians’ Network in hosting workplace tours and providing opportunities for development.</p> <p>We will continue to hold Technical Showcase ‘events’ utilising hybrid forms of practice, which highlight the multifaceted work of our technical community to all UoL colleagues.</p> <p>We will continue to publish and distribute ‘LivUni People’ an e-zine with a focused section on technical staff biographies, achievements, and professional profiles.</p> <p>We will launch a new podcast series ‘TechTalks’ where we highlight the work and contribution our technicians make.</p>	<p>6 workplace tours over 36 months advertised and well attended.</p> <p>2 events within the 36 months of plan being published.</p> <p>Increased reach and engagement with the publication.</p> <p>2000 plays/downloads</p>	<p>The Technical Network</p> <p>The Technician Commitment Steering Group</p> <p>The Technical Network / The Academy</p> <p>The Technical Network / The Academy</p>
	1.3	Ensure representation of technical staff on department-, faculty-, and institution-level decision-making committees, boards, panels, and similar groups, through either a dedicated seat or designated technical advocates within senior leadership and/or existing members. This includes processes and committees to develop institution-wide strategies and long-term goals. *TCR	<p>We will continue to enhance representation of technical staff at department-, faculty-, and institution-level decision-making committees by seeking opportunities to embed the technicians’ voice across work to deliver Strategy 2031. Specifically, the overarching People & Culture theme.</p> <p>We will explore the opportunity to create the position (costed and/or cost neutral) of a dedicated strategic role for the technical workforce.</p>	<p>Increased technical representation across projects and steering groups.</p> <p>Options paper provided to Senior Leadership Team.</p>	<p>The Technician Commitment Steering Group</p> <p>The Technician Commitment Steering Group</p>
	1.4	Support technical staff to contribute to and/or attend government events and initiatives to develop policy. *TCR	Opportunities will be communicated to the Technical Leaders’ Forum and Technical Network. These will be supported through the Technical Development Fund to ensure cost of travelling etc. is not prohibitive.	Liverpool technicians represented at ITSS, NTDC and other policy events	The Technician Commitment Steering Group

	1.5	To provide excellent data analysis on technical roles to embed technical staff within institutional workforce planning processes.	We will support detailed workforce planning by leaders of the technical community.	Increase consideration of apprenticeships within technical teams' workforce plans.	The Academy
	1.6	To submit staff records to HESA for all our contracted technical staff. *TCR	We will continue to include technicians in our annual return to HESA each September.	Annual returns submitted	HR
Recognition Support technicians to gain recognition through professional registration	2.1	Review how staff contributions are recognised and rewarded at department- and institution-level, and whether inclusivity exists across all job families. *TCR	Internally, we will encourage nominations to the newly created 'Technicians award for excellence' individual and teams' staff awards. Externally we will encourage submission to Papin prizes awarded at HETS and the annual THE awards. We will promote the Research Technical Professional Career Pathway to the technical community to ensure as many technicians as possible that fall in scope of the pathway are able to apply.	Technicians from across the university represented in the shortlist brochure. New RTP specific posts created within university and that all within scope can apply.	The Technical Network RTP Working Group
	2.2	Encourage appropriate inclusion of technical staff as authors, co-authors, or contributors on published papers and presentations, including providing clear guidance for appropriate inclusion at relevant stages, and sharing examples of inclusion within newsletters etc. *TCR	We will revise our current Fair Attribution Guidance and ask all senior leaders to ensure this is cascaded into their respective areas. We will improve our technicians' awareness of ORCID and Google scholar pages and promote the take up of profiles. And therefore ensure technical staff contributions are returned to REF as appropriate..	Technicians and technical teams being attributed on research papers as appropriate. 20% increase of ORCID and google scholar profiles by technicians.	Faculty Senior Leadership Teams The Technician Commitment Steering Group
	2.3	To increase the awareness and recognition of the pastoral role technicians play with the student body.	We will promote mental health first aid development to all technicians. We explore the creation of a peer support network for technicians that have dealt with mental health issues.	A 20% increase across all technical roles in mental health CPD. Develop an initial proposal for discussion and agreement with Technical Leaders Forum.	The Academy The Technician Commitment Steering Group The Academy

			We will publish extensive guidance and links to resources on the role technicians can play in supporting students with mental health problems.	Newly created resource published and promoted on Tech Hub site.	
2.4	To increase the awareness and take up of professional registration and/or teaching qualifications by the technical community.	<p>We will meet our obligations as ‘Employer Champions’ with the Science Council and continue to regularly communicate the opportunity to become professionally registered to technical staff and encourage engagement with relevant PSRBs – highlighting the career and development benefits of registration. We will specifically look at non-stem areas for growth of professional registration at UoL.</p> <p>We will maintain a system and budget that enables technicians who become registered to claim the expenses for their first year back from the University.</p> <p>We will explore using previously successful registrants as mentors for those wishing to become registered.</p> <p>We will target technicians with promotional material about our existing internal teaching qualifications</p>	<p>A 50% increase in the uptake of professional registration across all faculties</p>	<p>The Technician Commitment Steering Group</p> <p>The Academy</p> <p>The Technical Network</p> <p>The Academy</p>	
2.5	Provide transparent guidelines for how technical staff can be costed on to grants, sharing examples of best practice. *TCR	We will work with our Research Support Office to roll out a new costing tool which will have a specific area for the costing of technicians.	Academics and technicians aware of how to use the tool effectively.	RSO, The Technician Commitment Steering Group	
2.6	Enable opportunities for technical staff to consider their contribution to research as co-investigators, co-supervisors, for grants or projects. *TCR	<p>Building on the work of the THRIVE project and in collaboration with colleagues, we will take the following actions:</p> <p>We will develop guidelines and case studies showcasing the role technicians can play in research leadership.</p> <p>We will design opportunities to showcase and discuss aspects of co-investigation and co-supervision for technical staff.</p>	<p>New guidance and case studies published on the Tech Hub webpages.</p> <p>Opportunities organised and communicated via our Technical Network.</p>	<p>The Academy, Technician Commitment Steering Group</p> <p>The Academy, Technical Network</p>	

			We will offer development activity focused on research methodologies, project management, and grant writing to equip technical staff for research leadership roles.	Technician cohorts of development activities targeted to technical community.	The Academy, RSO, Technical Network
	2.7	Ensure considered inclusion of technical staff within all relevant communication channels and initiatives. *TCR	<p>We will continue to consult with established groups such as the Technical Leaders Forum (TLF) and the Technical Network with all work relating to technicians.</p> <p>We will continue to promote the work of the technical community through our 'LivUniPeople' publication and our new 'TechTalks' Podcast.</p> <p>We will clearly communicate development opportunities to technicians via dedicated signposting on the University's LearnWell Learning Management System.</p>	<p>Continued engagement in both the TLF and the Network.</p> <p>Creation of a brand new Technicians specific engagement space.</p>	<p>The Technician Commitment Steering Group</p> <p>The Technician Commitment Steering Group</p> <p>The Academy</p>
	2.8	Recognize the role our technicians play in Health and Safety.	<p>The vital role technicians play in ensuring H&S compliance needs fully investigating. We will look at how job descriptions can be adapted to reflect this and ensure appropriate training is put in place.</p> <p>We will introduce a role related workflow into the LearnWell system to identify those carrying out health and safety duties and ensure they are appropriately trained.</p>	<p>Technicians recognised for the work they do in health and safety and job descriptions accurately reflect this.</p> <p>Appropriate training targeted to correct audiences.</p>	<p>The Technical Leaders Forum, HR,</p> <p>Safety Office</p>
Career Development	3.1	Ensure visibility of clearly defined career pathways and standardised job descriptions for technical roles and careers. Standardised job descriptions will likely have baseline commonalities, plus flexible opportunities for specialisation where needed. Ensure diverse inclusion of technical expertise during process and any reviews thereof. *TCR	We will work with our HR department in their review of standardising job descriptions (begins summer 2024) and ensure any pilot activity includes technical roles.	Any changes will be sense checked with colleagues from the Technical Leaders Forum and Technical Network.	The Academy, HR, TCSG
Enable career progression opportunities for technicians through the provision of clear, documented career pathways	3.2	To enable technicians to access their own portfolio of development activities.	We will introduce a learning management system that will be able to target staff groups with development activity.	System in place and used by technicians by Dec 2024	The Academy

	3.3	To clarify existing opportunities for career progression for all technical staff.	We will communicate wide-ranging development opportunities to technicians via the Technical Network.	Examples of technicians successfully applying for new roles following engagement in development.	The Technical Network / The Academy
	3.4	To provide funding opportunities to support both internal and external development.	We will maintain the budget and promote the process for application of grants from a centrally held technicians' development fund.	Internal and external development appropriately funded through a transparent and equitable process that encourages maximum return on development funding made available.	The Academy / The Technician Commitment Steering Group / The Technical Network
	3.5	Encourage formation of partnerships with organisations and initiatives that can provide technical training and wider technical networks. These partnerships can help to facilitate delivery of more technician-specific training across or within disciplines, and provide further opportunities for placements, secondments, equipment, and knowledge exchange, and sharing of best practice. *TCR	We will maintain our renewed partnership with HEaTED and continue to invest in centrally held course credits for the whole technical community. We will seek out opportunities through the ITSS and the newly formed northwest technical network (MMU)	Funding ringfenced for subscriptions and course fees. Placements offered to technical staff to move around other NW HEIs. Success stories being added to Tech Hub	The Academy The Technician Commitment Steering Group
	3.6	Ensure provision and protected time for training and professional development, supporting technical staff to take advantage of development opportunities, such as technical training, placements, and/or professional registration. Define a minimum yearly allowance of days for technical staff to undertake professional development. *TCR	We will build on previous work in which we created a statement of expectations for technicians and their managers. This will be reviewed and promoted in various forums.	An Increased awareness of the expectations outside of the technical community.	Technicians Commitment Steering Group
Sustainability Ensure the future sustainability of technical	4.0	To create opportunities for technicians to work across institutes to further enhance their knowledge and skills.	We will work with the NWTN and ITSS to promote external job shadowing opportunities where technicians can spend time with other institutes to develop new skills.	The utilisation of shadowing and placements as part of the development of technical staff.	The Technical Network, The Technician Commitment Steering Group

skills across the organisation and that technical expertise is fully utilised	4.1	Utilise the Apprenticeship Levy for training and developing technical staff. *TCR	<p>An Organisational Developer will work with technical departments and leaders to identify opportunities to utilise the Levy to support technicians’ development through apprenticeships.</p> <p>We will review the development package for apprentices and managers of apprentices to enhance the representation and support available for technical roles.</p> <p>We will deliver roadshows to faculties which are focussed on utilizing levy to support sustainable technical teams.</p> <p>We will create a ‘Talent map’ of the technical workforce to inform organisational activities designed to retain, develop and deploy technical skills.</p>	An overall increase in the number of technical apprenticeships undertaken within UoL	<p>The Academy</p> <p>The Academy</p> <p>The Academy</p> <p>The Academy</p>
	4.2	Work to address any equality, diversity, and inclusivity considerations for technical workforces through implementation of targeted technician specific initiatives, and/or ensuring inclusion within wider all-staff initiatives, such as those linked to Athena Swan and the Race Equality Charter. Acknowledge that workforce characteristics of technical communities are often not uniform (e.g., reported differences by discipline area), with different approaches potentially needed for different communities. *TCR	<p>We will explore what positive action can be included within our recruitment strategies to address diversity within our technical community.</p> <p>We will enhance our development activity around unconscious bias in recruitment and work with technical managers to ensure this is rolled out to all those involved in recruitment activities.</p> <p>We will work with Liverpool Women in Science & Engineering (LivWISE) in their social media campaign featuring women in science role models to ensure technicians are well represented in blogs and events.</p> <p>We will continue to support attendance of the Herschel Programme for Women in Technical Leadership. We will also evaluate the effectiveness of this programme and track progress of those who participate.</p> <p>We will work with our race equality officer and OD colleagues to explore a shadowing and/or secondment process targeting female and RM technical staff to support career development.</p>	<p>An improvement in our representation of RM staff in technical roles by the end of the plan. Currently RM staff make up 4% of all technicians.</p> <p>An overall increase in the number of females in technical leadership positions by the end of the action plan lifecycle.</p>	<p>D&E Team / OD</p> <p>D&E Team</p> <p>Technical Network</p> <p>D&E Team / OD</p> <p>D&E Team / OD</p>

	4.3	Encourage and support events for visibility, outreach, and public engagement specifically for and/or including technical staff. Including e.g., showcase events, conferences, public engagement, open days, visits to local schools and colleges, T-level placements (in England), and work experience placements. *TCR	We will invite career officers from the Liverpool City Region to the University to showcase the various technical careers available to young people. We will hold a technical showcase specifically aimed at school leavers and invite various Liverpool City Region schools to attend.	An increase in the understanding of technical roles in a HE setting with young people. As above.	Technical Network Technical Network
	4.4	Expand entry routes to technical roles and careers by encouraging applicants from both vocational pathways and academic pathways. *TCR Invest in apprentices and trainee technician positions, hosting placements for qualifications (e.g. T-Levels in England) and work experience placements for local schools and colleges. *TCR	We will look at our entry routes into vacancies and degrees which should include vocational pathways (T-levels, NVQs etc). We will continue to support faculties in providing T-level placements for students across the Merseyside City Region.	RTP Pathway An increase in T-Level placements across all three faculties.	HR Technician Commitment Steering Group
	4.5	Ensure inclusion of technical staff and/or technical expertise within end to-end recruitment processes when hiring for technical roles. This should include utilising technical expertise when compiling role profiles, advice on where to advertise, and technical input on recruitment panels. *TCR	We will provide development and guidance for technical leaders to assist in recruitment practices for specialist technical roles.	Development activity designed and piloted by the spring of 2025	HR, The Academy
	4.6	Take a strategic approach to the sustainability of technical skills and careers, and appropriate succession planning through horizon scanning and identifying current and potential future skills gaps. *TCR	We will aim to strategically consider apprenticeships in workforce planning support activities to ensure clear succession routes are recognised and considered by recruiting managers. We will explore how we can ensure T-Level placements are given opportunities to apply for technical apprenticeships across all faculties.	Apprenticeship routes made clear to managers as part of workforce planning and the strategic use of levy funds.	The Academy / The Technician Commitment Steering Group

*TCR – Talent Commission Recommendation