

Concordat to Support the Career Development of Researchers: Gap Analysis

The School of Oriental and African Studies has undertaken a gap analysis exercise looking at where we do well in relation to the Concordat principles, and where there are areas which need to be improved. This analysis has included input from Staff Development, the Research Office, HR, Equality and Diversity, Careers and research staff. The action plan has been agreed by xx [institutional and/or faculty committees].

The gap analysis demonstrates that the majority of the Concordat principles are already being met. However, there are some areas where further development is required, and these are summarised below. Progress towards the actions will be reviewed annually.

School of Oriental & African Studies Concordat Action Plan 2011-13

Concordat section(s) addressed	Action	Timeframe	Responsibility
A: Recruitment & Selection 1	Recruitment and Selection As part of the Casuals Project, ensure that checks are in place in relation to the employment of research staff on contracts of 6 months or less	April 2012	HR
A: Recruitment & Selection 2	Recruitment and Selection Ensure that the HERA role profiles for researchers are used properly with the job description informing the grade	April 2012	HR
A: Recruitment & Selection 3	Training for Recruiters Review of recruitment and selection training, and the addition of refresher training	July 2012	HR & Staff Development
A: Recruitment & Selection 4	Recruitment and Selection Ensure that research staff are only advertised as a fixed term post where there is a recorded and justifiable reason	Ongoing	HR
B: Recognition & Value 1	Recognition & support Identify those members of staff who are research managers & ensure they are clear about what is expected of them and what support is available to them in that role	July 2012	Research Office
B: Recognition & Value 2	Redeployment Opportunities Monitor research staff engagement with redeployment processes and opportunities	July 2012	HR
B: Recognition & Value 3	Staff development & Review Scheme (SDR) Monitor engagement of researchers with SDR process ensuring that all post-probation research staff hold annual reviews and that the process includes an explicit focus on career development	Annually from 2012	Staff Development
B: Recognition & Value 4	Contract Terms The results of the CROS and PIRLS 2011 surveys suggest that further work is needed to raise the awareness of researchers of their terms and conditions of employment	As recruited	HR, Research Managers
B: Recognition & Value 5	Probation Procedure Ensure that researchers and their managers follow the institutional probation procedure	As recruited	HR

C: Support & Career Development 1	Induction & Orientation The results of the CROS and PIRLS 2011 surveys suggest that further work is needed to ensure that researchers have a full and timely induction to their department, and attend the School's orientation programme	September 2012	ADRs, Research Office, Staff Development
C: Support & Career Development 2	Mentoring Scheme Develop and monitor the effectiveness of the mentoring of research staff as outlined in the Research Strategy 2011-12. Report to xxx	Annual	Research Office, Staff Development
C: Support & Career Development 3	Training & Career Development Consideration should be given to the most appropriate way(s) of providing researchers with the opportunity to reflect on the career development related both to the skills needed for a funded project to be successful, and those of transferable skills	Annual	Careers, Staff Development
C: Support & Career Development 4	Grant Applications Run specific sessions for research staff on making grant applications	Annual	Research Office
D: Researchers' Responsibility 1	Funding for Training & CPD Monitor the usage of funds identified for training and CPD in successful grant applications. Report on this annually to xxx	Annual	Staff Development
D: Researchers' Responsibility 2	Support for Researcher Development Hold a review of the services offered by the Careers Group, including how to better reach this group of staff	July 2012	Careers, Staff Development
D: Researchers' Responsibility 3	Support for Researcher Development All research staff should be made aware of the dedicated careers support and guidance available to them	Ongoing	Careers
E: Diversity & Equality 1	Positive Steps to Equality The 'Positive Steps to Equality' working group will ensure that all strands of equality and diversity will be reviewed and specific issues of under-representation or lack of progression addressed, including researchers. This group will report to Equality Committee	July 2012	Deputy Secretary, Diversity Adviser
E: Diversity & Equality 2	Diversity & Equality Sub-Strategy Develop the School's Equality and Diversity sub-strategy, and ensure that research staff and their managers are aware of this	April 2012	Diversity Adviser
E: Diversity & Equality 3	Recruitment Panel Composition Analysis of the composition of recruitment panels across a snapshot of posts to monitor 'representation'. This will be reported annually to Human Resources Committee	February 2013	HR

E: Diversity & Equality 4	<p>REF Code of Practice Monitor the Code of Practice for the REF to ensure that the personal circumstances of researchers are considered</p>	July 2013	Diversity Adviser; Pro-Director Research; Research Office
F: Implementation & Review 1	<p>Staff Survey Analyse data from research staff as a separate category in the annual staff survey to ensure that their concerns are noted (if different from other staff groups). Report to HR Committee</p>	July 2012, 2013	HR, Staff Development
F: Implementation & Review 2	<p>CROS SOAS will participate in CROS and PIRLS 2013 in order to gather specific information from this group</p>	May 2013	Staff Development, Research Office