

## **HR Excellence in Research Badge: Action Plan Update**

### **The HR Excellence in Research Badge**

SOAS greatly values its research staff and has long had in place measures consistent with the provisions of the Concordat for Research Staff for their fair employment and career support. In 2012 SOAS successfully applied to the European Commission for recognition under the HR Excellence in Research Badge, confirming this commitment to the support and development of research staff. As part of this process, SOAS is required to monitor progress against the published action plan, and report this to the school's Research and Human Resources Committees each session.

### **2013-15 Action Plan**

The action plan for 2013-15 has had input from HR, the Careers Service, Staff Development, the Diversity Adviser, the Research Office and the Pro Director for Research and Enterprise. It has been approved by both the Research and Enterprise Committee and the Human Resources Committee and progress against the identified targets will be monitored by them.

## SOAS, University of London Concordat Action Plan 2013-15

Concordat section(s) addressed	Action	Timeframe	Responsibility	Update
A: Recruitment & Selection 1	<b>Recruitment and Selection</b> Review of recruitment and selection policy & procedure, and the addition of refresher training	July 2014	HR & Staff Development	
A: Recruitment & Selection 2	<b>Recruitment and Selection</b> Provide Equality refresher for those on recruitment panels	July 2014	Staff Development	
A: Recruitment & Selection 3	<b>Training for Recruiters</b> Review of recruitment and selection training, and the addition of refresher training	July 2014	HR & Staff Development	
A: Recruitment & Selection 4	<b>Recruitment and Selection</b> Ensure access to International Staff resource is made available at an early stage of the recruitment process by adding information to the relocation pack	December 2013	HR	
B: Recognition & Value 1	<b>Recognition &amp; support</b> 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 2014	Research Office	
B: Recognition & Value 2	<b>Redeployment Opportunities</b> Ensure research staff engagement with redeployment processes and opportunities through end of fixed term contracts process	July 2014	HR, HoDs	
B: Recognition & Value 3	<b>Staff Development &amp; Review Scheme (SDR)</b> 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 2013-14	Staff Development	
B: Recognition & Value 4	<b>Identify Principal investigators who currently manage teams or who aim to in the future and offer tailored courses</b> a) Develop 'Practical Grant Management. Course including information on HR issues, managing grant finances and reporting to funders, and building capacity through follow up funding b) Develop 'Managing a Team' for experienced PIs or consultants	Course developed and delivered by July 2015	REO, HR, Finance	

B: Recognition & Value 5	<b>Probation Procedure</b> Ensure that researchers and their managers follow the institutional probation procedure in all cases	As recruited	HR, research managers	
C: Support & Career Development 1	<b>Induction &amp; Orientation</b> Encourage research staff to attend the School's orientation programme; ensure research staff receive supporting materials at induction and orientation and have access to International Staff site	Ongoing	ADRs, Research Office, Staff Development	
C: Support & Career Development 2	<b>Mentoring Scheme</b> Encourage research staff to make use of the School's mentoring Scheme, and monitor take up	Annual	Research Office, Staff Development	
C: Support & Career Development 3	<b>Training &amp; Career Development</b> 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	By July 2014	Careers, Staff Development	
C: Support & Career Development 4	<b>Grant Applications</b> a) Run specific sessions for research staff on making grant applications b) Produce short videos on bidding for funding for ECRs to embed in web content	a) By July 2014 b) By July 2015	Research Office	
D: Researchers' Responsibility 1	<b>Support for Researcher Development</b> a) Develop and run 'Good conduct in research' course (to include research Ethics, Authorship etc b) Develop 'Work in the Field' course	Annual	Research Office, Staff Development, Health & Safety Office	
D: Researchers' Responsibility 2	<b>Support for Researcher Development</b> Hold a review of the services offered by the Careers Group, including how to better reach this group of staff and find out what training and development needs they have	July 2014	Careers, Staff Development	
D: Researchers' Responsibility 3	<b>Support for Researcher Development</b> All research staff to be made aware of the dedicated careers support and guidance available to them	Ongoing	Careers, research managers. Doctoral School Management group	



E: Diversity & Equality 1	<b>Gender pay gaps</b> Ensure that the annual HR equality report includes research staff as a separate category. Report to Equality Committee in Term 2	February 2014	Deputy Secretary, Diversity Adviser	
E: Diversity & Equality 2	<b>Dignity at SOAS</b> Publicity campaign to advertise the policy; train more anti-harrassment contacts and advertise their availability	July 2014	Diversity Adviser	
E: Diversity & Equality 3	<b>REF Code of Practice</b> Continue to monitor the Code of Practice for the REF to ensure that the personal circumstances of researchers are considered	December 2013	Diversity Adviser; Pro-Director Research; Research Office	
E: Diversity & Equality 4	<b>REF Equality Impact Assessment</b> Check on the proportions of staff from different groups included and excluded from the REF. Report to Research and Enterprise Committee and HR Committee in Term 2	February 2014	Diversity Adviser	
E: Diversity & Equality 5	<b>Athena Swan Charter for non-scientists</b> Consider involvement in pilot extension of the Charter with the aim of being fully involved once it is launched	July 2015	Diversity Adviser, Staff Development , TUs	
F: Implementation & Review 1	<b>Staff Survey</b> Analyse data from research staff as a separate category in the annual pulse staff survey to ensure that their concerns are noted (if different from other staff groups). Report to HR Committee	October 2013, 2014	HR, Staff Development	
F: Implementation & Review 2	Identify key questions from CROS and PIRLS that are of interest and include in staff survey or separate survey on research staff issues	May 2014	Staff Development, Research Office	