

LSTM Technician Commitment Action Plan 2024-2027

Category	Action	Notes	Timescale	Measurable Outcome	Committee Lead	
VISIBILITY - Ensure that all technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution	1	Keep the technician page on LSTM website updated	The technician page on the LSTM website contains information both about the Technician Commitment, and individual technician profiles. Working with the new External Relations Department at LSTM we will ensure this is updated on a regular basis	Ongoing	Have annual reviews of the website taken place? Is the website information currently up to date?	
	2	Links to technician profiles from PI profiles	Ensure that all Research Group Leaders (RGLs) include links to their team members, including technical staff on their web page. LSTM's website is being refreshed in 2024/25 and we will work with the External Relations Department to maximise the visibility of Research Technicians.	July 2025	Do all RGL web pages linked show their team members, with links to profiles up-to-date?	
	3	Ensure that technician representation is kept on committees across the school.	Ensure that if technicians step back from a committee, they notify the Technical Forum committee so they can organise a replacement. Particular committees in which technician representation is important and should be monitored are: Career Development of Researchers (CaDRe), Sustainability and Environment, Health and Safety, Early Career Researchers, Lab Users, Biological Safety Committee, Animal Welfare Ethical Review Board (AWERB). Awareness of the technical committee will be increased by including information in the welcome-pack received by all staff during introduction.	Ongoing	Do all the named committees still have technical representation?	
RECOGNITION - Support technicians to gain recognition through professional registration and external award schemes	1	Professional registrations	Technicians have been given the information on how to apply for professional registrations. Currently approximately 10 % of our technical staff are professionally registered. By July 2027, the target is to have increased this to 20 % with support from the Learning & Development fund.	July 2025	Are 20% of technical staff or more professionally registered?	
	2	Regular showcasing of what the Technician Commitment and Technical Forum has achieved	Updates on the Technical Forum goals and achievements will be provided at least twice a year to all staff via emails/ newsletters with support from the internal communications manager. This will increase the understanding of how technical roles contribute towards LSTM meeting its strategic goals.	Ongoing	Have Technical Forum updates been regularly provided in emails/ newsletters (at least twice yearly)? Have we presented at a School Staff Forum in the last 3 years?	
	3	Increase the representation of technical staff in LSTM award nominees	To have at least 10 technicians nominated at the next round of LSTM Awards (2025), and for this to continue to increase in 2026 and 2027. Specific encouragement should be given to group leaders/ senior staff to nominate technicians in areas they think they have excelled.	Ongoing	Were 10+ technicians nominated for the LSTM awards in 2025? Was this number improved upon in years 2026 and 2027?	
	4	Continue championing SEDA/ Higher Education Academy (LIGHT)	Ensure all technical staff are aware of opportunities from the Faculty of Education for training, recognitions and professional qualifications.	Ongoing	Is this information disseminated to technical staff yearly? Is the information available year-round on LSTM Learns?	
	5	Increase recognition of technicians' roles in student projects.	Improve online training records (e.g., activity dashboard) to record the contributions of technician supervision of student projects.	July 2025	Is technical supervision included on the activity dashboard or similar online record?	

	6	Guidelines and training for technicians with pastoral care of students/ visitors	Introduce two sessions per year which provide information and support for technicians with pastoral care of students/ visitors. Provide guidance and contact points in HR and Departments, to discuss concerns/seek advice.	July 2025	Have these sessions been introduced? Is there a designated contact for these matters, and who is it?	
	7	Technical representation at external conferences	Group leaders should encourage technicians to attend and present their work at conferences. Technicians should make clear their desire to attend conferences in annual PDCs so this can be allocated into budgets.	Ongoing	Have technicians attended and presented at conferences in the last 3 years?	
	8	Ensure that technician appreciation days continue	Continue annual technician appreciation days with a target of > 50% attendance from technicians.	Ongoing	Have the appreciation days continued through to 2027? And has the attendance remained above 50%?	
CAREER DEVELOPMENT - Enable career progression opportunities for technicians through the provision of clear, documented career pathways	1	Showcase case studies of technicians who have achieved career progression (within LSTM and externally)	Include case studies on web page, and establish series of talks by current and previous members of staff on their career pathways, to aid technicians in identifying their own career pathway.	Jul-26	Are case studies now present on the website? Have in-person presentations been held?	
	2	Produce a 'job family tree' which clearly outlines opportunities to move horizontally as well as vertically in career development	A similar 'job family tree' has been introduced at LSTM for programme managers. The technician committee will work with the Learning & Development Manager and other members of HR to support this initiative.	July 2027	What is the current status of the 'job family tree'?	
	3	Ensure technicians are aware of opportunities for regrade and salary review	Ensure technicians are signposted to available opportunities, include as agenda item in technical forum events	Ongoing	Are technicians regularly signposted to these opportunities?	
	4	External secondment opportunities	Funding is available (via a BBSRC Skills and Mobility Accelerator Award) for external secondments with 25 % of the awards ring fenced for technicians . Encourage technicians to engage with the opportunity and monitor feedback.	December 2025	Produce a small report on technician's involvement which can be released as a news item.	
	5	Continue to offer mentoring/coaching scheme to technicians	In previous rounds of mentoring, technicians have been included but none have taken up the offer. We will continue to encourage technicians to use this service and the technician committee will also reach out to technical staff to understand any barriers to participation.	Ongoing	Have at least 10% of technical staff used the mentorship scheme by 2027?	
	6	Develop personal online profiles	Contact the organisers of CPD days and organise workshops for developing online profiles e.g., LinkedIn, Twitter, ResearchGate.	July 2025	Have courses for developing online profiles been included in past CPD days?	
	7	CV writing, job application and interview training	Contact the organisers of CPD days and organise workshops for CV writing, job applications, and interview technique that are tailored to technicians needs.	July 2025	Have the mentioned courses, specifically for technicians, been included in past CPD days?	
SUSTAINABILITY - Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised	1	Create a 'Technical Lead' role	Appoint a core funded staff member to act as 'Technician's Champion' who will be responsible for raising awareness of technician related issue, organising technician related events, and progressing the action plan.	July 2025	Has a 'Technician Champion' or similar role been created? Has this role reduced the voluntary workload on technical staff.	
	2	Increase opportunities for Technicians to learn new skills	Develop programme of short term placements, work shadows or training events within LSTM	July 2026	Have these placements/ events taken place?	