

Technician Commitment: Renewal Self-Assessment & Action Plan Guidance

*Please note: This guidance and template is intended for institutions who have already submitted their Initial Self-Assessment & Action Plan 12-18 months after becoming an official signatory of the Technician Commitment. This guidance and template is for **renewal** of ongoing self-assessment and action plans which are submitted every three years.*

The Technician Commitment aims to ensure visibility, recognition, career development and sustainability for technicians working in higher education and research, across all disciplines.

The renewal stage of self-assessment and action planning process asks for reflection on past action plans, evidence of progress and engagement and a further 36 month action plan. The self-assessment includes a 'RAG' analysis of previous action plans - a 'Red, Amber & Green' status report.

The Technician Commitment does not seek to dictate how organisations promote a positive culture for the technician community. This is a matter for autonomous institutions and the technician, research and academic community to agree. It is expected that as a minimum, signatories publicly state their Technician Commitment signatory status and institutional action plans on a dedicated and discoverable webpage, along with their named point of contact. The Technician Commitment asks signatories to evidence that the 'technician voice' is present in the development and formation of institutional action plans. The Technician Commitment is a collaborative endeavour and will support and facilitate the establishment and sharing of best practice demonstrated in the self-assessments and action plans. A vibrant community of institutional leads tasked with implementing the Technician Commitment is continually developing and the Steering Board aims to ensure a range of forums are available to enable peers to share expertise, good practice and experiences.

Cross referencing to other sector institutional reviews relevant to technicians is welcomed; for example, the Technician Commitment are keen to learn how signatories are advancing equality, diversity and inclusion for the technical community and institutions may wish to reference Athena SWAN and Race Equality Charter submissions. The Technician Commitment are also keen to learn of Teaching Excellence Framework (TEF), Knowledge Exchange Framework (KEF) submissions and Research Excellence Framework (REF) environment/People, Culture and Environment statements where technicians have been explicitly mentioned. The Steering Board are particularly keen to see activity and plans to enact the recommendations of the TALENT Commission embedded in renewed self-assessments and action plans.

Please note that finalised Action Plans should be signed off at an institutional leadership level (e.g. Vice-Chancellor/President/Director level). Kindly export this completed form (and any appendices) as a single .pdf file titled **Institution Name/Month/Year of Submission**. There are two submission windows per year – end of January and end of July every year.

For any additional queries, please contact tc@itss.org.uk.

Technician Commitment Renewal Self-Assessment & Action Plan

Evaluating Impact through Self-Assessment & Future Action Planning

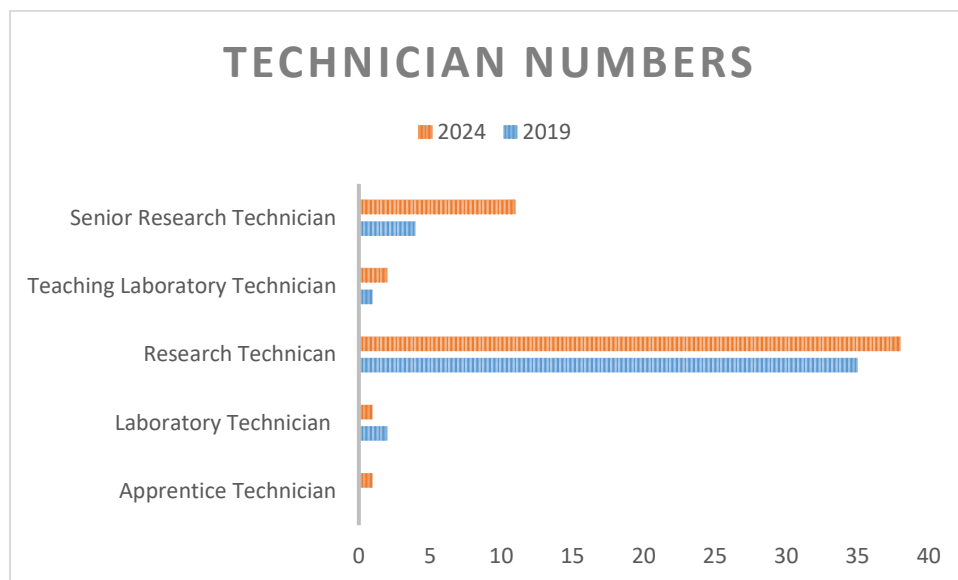
Organisation: **Liverpool School of Tropical Medicine**

Name of Institutional Lead: **Kyle Walker**

E-mail: kyle.walker@lstmed.ac.uk

1. Please provide an overview of technical staff structures in your organisation, along with details of any changes since signing the Technician Commitment.

The graph below shows changes to the number of technicians employed by LSTM from 2019 to 2024



The total number of technicians has increased by 26% since 2019 from 42 to 53. Notably, the number of technicians in roles classed as 'senior' has increased over this time from 4 to 11 (125% increase). This is a substantial increase both in real terms and also relative to the total number of technicians (10 % in 2019 versus 20 % in 2024). The technician committee have no doubt that this improvement in career development and recognition has benefited from our involvement with the technician commitment.

2. Please provide an overview of the governance, leadership and reporting lines of the Technician Commitment at your institution, along with details on how it is resourced, and information on how your organisation has engaged with the wider community within and beyond your institution. How has this developed since you became a signatory?

At LSTM, leadership on delivering the Technician Commitment action plan comes from the committee of the Technical Forum. This is a voluntary committee that consists of technicians from across the school. The committee is structured as follows:

Chair: Kyle Walker

Co-chair: Emma Reid

Committee Members: Patricia Pignatelli, Faisal Ashraf, Ashlee Braithwaite

Previously, the Technical Forum was more informally led by a small number of technicians. However, by introducing a formal committee (Technician Committee), we have ensured that all members of staff are clear on a point of contact for dissemination of information relevant to technicians. The committee is also better placed to collaborate with other entities at the institution to organise technician-related events, and ensure technicians are involved in discussions on institution-wide matters.

Members of the Technical Forum are well embedded within other groups and committees across the institution. This includes CaDRe (Career Development of Researchers), ECR Group (Early Career Researchers), Lab Users Group, Sustainability and Environment, LGBTQ+ Network, AWERB (Animal Welfare Ethical Review Board), and the Biological Safety Committee. Technicians are also represented on PACE (Professional and Career Development Group) by Sarah Roberts acting as an Executive sponsor. This is a marked improvement on technician representation from before LSTM became a signatory of the Technician Commitment.

In the wider community, Technical Forum members have attended outreach events including at schools, museums and festivals. The Technician Committee has also strengthened ties with technical groups at other institutions through the North West Technician Network. This is a network of Technician Commitment leads from institutions across the North West that meets regularly once a month. These meetings have enabled knowledge exchange between the institutions as well as opening up potential collaboration opportunities including visits between institutions.

Currently, the Technical Forum meets 6 times a year with email discussions taking place regularly between committee members, as well as in person committee meetings when required. The committee chair then feeds back relevant information to CaDRe, who meet every other month.

From June 2024 onwards, the reporting structure will be altered so that the Technician Committee reports directly to Research Committee. This will increase the visibility of the Technician Committee's work to senior staff.

Additionally, with responsibilities being amended in the near future for some roles, the inclusion of a core funded staff member to implement the action plan and other activities relating to the Technician Commitment will be considered.

3. Please provide a Red, Amber, Green (RAG) analysis on your institutional 36-month action plan indicating which activities you have undertaken and completed (green), which are in progress (amber) and which are still to be carried out (red). Please provide an explanation for those categorised as red. This may be detailed here or attached to this document as an appendix.

Our RAG analysis is attached as a separate submission document.

4. Please provide evidence that your previous action plans are having impact. (For example, you may wish to provide links to initiatives, websites, testimonials, articles/blogs).

The following news story was published on the LSTM website following our most recent technician appreciation day in September 2023. This improved visibility of the day as well as acting as a reminder of the work that technicians contribute to LSTM.

<https://www.lstmed.ac.uk/news-events/news/lstm-celebrates-vital-role-of-technicians-in-delivering-world-class-research>

The following news story published on the LSTM website outlines significant funding awarded to a technician. This funding allowed them to receive comprehensive training, enhancing their CV and specific knowledge within LSTM. This shows that technicians are not only being encouraged to apply for funding opportunities but that applications are fairly considered. This particular funding award is specifically for technicians and ECRs, an runs annually.

<https://www.lstmed.ac.uk/news-events/news/lstm-announces-recipients-of-inaugural-paul-bedingfield-prize-in-global-health>

The following news story published on the LSTM website shows the involvement of technicians in outreach activities. One technician demonstrated taking blood smears from individuals infected with malaria. The increased involvement of technicians in outreach activities gives us the chance to emphasise the importance of technical roles as well as encouraging those who are interested in technical roles to pursue a technical career.

<https://www.lstmed.ac.uk/news-events/news/liverpool-school-of-tropical-medicine-showcases-scientific-illustrations-stories>

The following news story was published on the LSTM website following our first technician appreciation day in 2022. This event was centred around skills-sharing, whereby a selection of technicians demonstrated a technique they specialise in to fellow technicians and wider staff. This was beneficial to both those demonstrating (practicing and improving teaching skills), and the audience (learning new skills). These events also allowed the wider LSTM staff to better understand the hard work that technicians do, and our importance to the institution.

<https://www.lstmed.ac.uk/news-events/news/lstm-has-been-celebrating-the-wonderful-work-of-our-early-career-researchers-ecrs>

5. Please provide details of how your institution is enacting the recommendations of the TALENT Commission (<https://www.mitalent.ac.uk/theTALENTcommission>).

To Outline how LSTM is enacting the recommendations of the TALENT Commission, we have addressed the following recommendation points directly:

Point 1 – “Employers of technical staff, funders, and government departments (e.g. BEIS, DfE) should employ a strategic approach to ensure the sustainability and appropriateness of technical skills and careers, at both a local and national level.” **LSTM has a robust redeployment process, with hiring staff encouraged to consider redeployment of current staff on contracts that are near ending. Additionally, HR share upcoming posts internally with those staff who have less than 6 months remaining on their contracts, so staff are aware of opportunities.**

Point 2 – “Funders and employers of technical staff in higher education and research should recognise the blurring of boundaries between technical and academic roles. They should provide opportunities and mechanisms to move between career pathways and across sectors.” **At LSTM, ECRs (Early Career Researchers) are defined as “research staff on fixed term or permanent subject to funding contracts”. This definition is inclusive of technicians as well as more traditional early academic roles. The inclusivity of this definition allows engagement of technicians with the more traditional ECR community, particularly with ECR organised academic events. Staff can move between ‘research’ and ‘technical’ career pathways and there are several examples of research technicians being promoted into research assistant roles**

Point 3 – “Employers of technical staff, funders, and sector bodies (e.g. professional associations and learned societies) should support outreach and public engagement activities regarding technical careers in local schools and colleges to increase visibility of technical career opportunities to young people.” **Following outreach, LSTM has supported students through the In2Science UK programme (10 in 2023 and 17 in 2024). This programme is free for 16-19 year olds, and consists of an in-person work experience placement, live online workshops and events. During this time students gain hands-on STEM experience to expand their personal and professional skills and are hopefully inspired to pursue a career in STEM. In the vast majority of cases, the students work alongside technicians and are therefore introduced to the possible career paths that technical roles offer in STEM. This is also a great opportunity for current technicians to gain experience in teaching and supervising.**

Point 4 – “Employers of technical staff should broaden access to technical careers in the sector by utilising and expanding entry routes to include both vocational and academic pathways.” **While LSTM has previously welcomed speakers from outside the institution to discuss career pathways in industry, this is something that could be done on a more regular basis. In 2023 we employed our first Level 3 apprentice technician at LSTM and this is a scheme we hope to expand further in the future to wide participation.**

Point 5 – “Employers of technical staff should ensure inclusion of technical expertise within end-to-end recruitment processes when hiring for technical roles.” **This is not yet routinely adopted in recruitment but there are examples of where technicians have been fully involved, end-to end, in the recruitment process technical staff. We will seek to learn lessons from these examples and embed example of good practice in our recruitment processes. .**

Point 6 – “Employers of technical staff, funders, and government departments (e.g. BEIS, DfE) should employ a strategic approach to ensure the sustainability and appropriateness of technical skills and careers, at both a local and national level” **LSTM is currently reviewing laboratory management**

across the organisation and looking at ways of moving towards shared technical platforms. This will provide opportunities for career development and retention of technical staff specialised in running these platforms.

Point 7 – *“Employers of technical staff should ensure visibility of clearly defined career pathways and progression routes, with accurate and standardised job descriptions for technical roles”* LSTM has a clearly defined regrade process which provides opportunities for vertical progression. Further work is needed in developing standardised job descriptions for different grades, and in defining criteria needed for career progression via the technical career pathway. .

Point 8 – *“Employers of technical staff should form partnerships with organisations and initiatives that provide technical and vocational training (e.g. Catapult Centres in the UK and Institutes of Technology in England) to ensure sharing of knowledge and skills, to facilitate the identification of skills needed to deploy emerging technologies, and to inform the development of suitable future training syllabi.”* LSTM has recently joined the North West Technician’s Network, which should increase opportunities like this. We recognise this is one way in which we can improve.

Point 9 – *“Technical staff should engage positively with current and future opportunities that are available to them.”* Whilst we believe that engagement of technical staff with the opportunities LSTM presents is high, we must make more efforts going forward to quantify this.

Point 10 – *“Employers of technical staff, funding bodies, and learned societies should undertake targeted and specific action to address the equality, diversity and inclusion (EDI) challenges facing the technical community.”* LSTM has several committees, networks, and working groups that are dedicated to addressing equality, diversity and inclusion. These include the Equality & Inclusion Committee, Athena Swan Self-assessment Team, BAME Network, LGBTQ+ Network, and the Disability and Carers Network. These groups encompass all LSTM staff and so address the EDI challenges facing technical staff. LSTM currently holds the Athena Swan silver award and plans to apply for the Race Equity Charter in 2025.

Point 11 – *“Employers of technical staff, publishers and other sector bodies (e.g. professional associations and learned societies) should ensure the contributions of technical staff are visible and recognised.”* LSTM sponsors annual Technician Appreciation Days . These days have been held in September from 2022 onwards and will be an annual occasion going forward. These events are publicised throughout the school and all staff are encouraged to consider technical staff contributions during this time. Throughout the year, technical staff information is visible on the LSTM website, though we recognise this information needs to be updated more regularly, and technical profiles should also be linked to relevant group/ project pages. Additionally, LSTM has a clear publication policy, which means technicians are aware of what is required to be included on publications. This has led to many technicians building their publication record whilst at LSTM.

Point 12 – *“Employers of technical staff should collect, report and analyse data on their technical workforce, with careful consideration of those roles at the interface with academic roles. To enable sector level understanding, a new, simple, and fit-for-purpose classification for technical roles should be developed.”* In 2023, LSTM participated in the CEDAR (Culture, Environment and Development in Academic Research) survey. The survey was aimed at research staff and managers of researchers and gathered anonymous data about the research environment, working conditions, career aspirations and professional development opportunities for those conducting research. The results will be categorised and filtered to consider only the answers supplied by those who

identify as technical staff. Over the next 12 months we plan to work towards clearer definitions of career pathways for technical staff, utilising the information available via ITSS.

Point 13 – “Fundlers and employers of technical staff should provide clear and consistent guidance to ensure technical contributions are costed appropriately and eligibility requirements for existing funding opportunities should be reviewed to ensure inclusion of technical staff where appropriate” **As part of our plans to move towards shared technical platforms we will be working on costing models for building in technicianal expertise into access charges. We will also continue to work with our research support teams to ensure that opportunities for career progression for technicians are costed into research projects.**

Point 14 – “Employers of technical staff, funders and sector bodies (e.g. professional associations and learned societies) should ensure technical staff sit on appropriate institution- and sector level decision-making committees and boards to ensure these groups reflect the community they represent and to provide diversity of views and expertise.” **Technical staff are well embedded within groups and committees across the institution. This includes CaDRe (Career Development of Researchers), ECR Group (Early Career Researchers), Lab Users Group, Sustainability and Environment, LGBTQ+ Network, AWERB (Animal Welfare Ethical Review Board), and the Biological Safety Committee. Technicians are also represented on PACE (Professional and Career Development Group) by Sarah Roberts acting as an Executive sponsor.**

Point 15 – “Government policymakers should ensure the inclusion of technical staff in consultations on sector-level policy, for example through invitations to roundtables and consultations.” **We have addressed this at an institutional level by increasing the representation of technicians on committees throughout the school as outlined in point 14.**

Point 16 – “The TALENT Commission advises the creation of a new collaborative entity, provisionally to be called the UK Institute for Technical Skills & Strategy [working title] that builds on the multi-stakeholder approach of the Technician Commitment, to represent and provide a conduit to the technical community, advising government, sector initiatives, funding bodies and other organisations.” **Opportunities provided by the ITSS, such as Knowledge Exchange Placements and Technical Leadership Programmes have been widely disseminated amongst technical staff at LSTM.**

6. Please provide a 36-month action plan; detailing plans to ensure your organisation continues to address the themes of the Technician Commitment and details of how impact will be evidenced and initiatives resourced. This may be detailed here or attached to this document as an appendix.

Our 36-month action plan is attached to this document as a separate submission document.

7. Please evidence how the ‘technician voice’ was present in the development and formation of the 36-month action plan.

The action plan was put together by LSTM’s Technical Committee, a voluntary committee consisting of only technicians. The committee engaged with the wider technical workforce to bring together ideas, before formalising these ideas into the action plan produced with help from senior staff particular those working in Learning & Development and Research Culture.


Therefore, though senior staff are aware of the action plan and have helped formalise it, it is predominantly a document produced by technicians to represent the 'technician voice'.

8. Please confirm that your Technician Commitment status and 3-year action plan is published on your organisation's website and provide the relevant URL here:

The updated action plan is available to view alongside our Technician Commitment status here:
<https://www.lstmed.ac.uk/research/lstm-technician-commitment>.

Signed.....  (Technician Commitment Nominated Institutional Lead)

Date: 26 July 2024

Signed  (Technician Commitment Signatory – Leader of Institution)

Date: 26 July 2024

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?	Emma
	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?	Emma
	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?	Emma
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?	Kyle
	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?	Emma
	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?	Kyle
	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?	Emma
	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?	Ashlee

	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?	Kyle
	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?	Faisal
	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%?	Ashlee
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?	Emma
	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'?	Faisal
	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?	Ashlee
	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.	Kyle
	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?	Faisal
	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?	Emma
	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?	Faisal
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.	Emma
	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?	Faisal

LSTM Technician Commitment Action Plan 2019-2021

Category	Action	Notes	Timescale	Red/Amber/Green	Explanation	Evidence (where applicable):	
VISIBILITY - Ensure that all technicians within the organisation are identifiable and that the contribution of technicians is visible within and beyond the institution	1	Technician section on LSTM website with links to individual profiles	Profiles to include skills, experience, expertise, technician photos, current activities, development opportunities, 'a day in the life'/ Technician stories/case studies to demonstrate the contribution of technicians to students and the university and the promotion of the involvement to TMIH.	Dec 2019 - Jun 2020	In Progress	Profiles are uploaded onto the LSTM website but updates not occurring sufficiently frequently so information outdated	Technician Profiles
	2	Links to technician profiles from PI profiles	Standardise so that all PIs have links to their technical staff for visibility of engagement in specific group research. Currently, some have but some haven't. Technicians to liaise with executive assistants to update their individual profiles.	Dec 2019 - Jun 2020	No Progress	Delays in plans to update LSTM website has meant this has not been actioned. New website expected in 2025	
	3	Technical representation in internal committees/meetings	Groups where strategic decisions are made that affect the Technical community such as concordat working group. Observer status for the research committee, learning and teaching committee.	Dec 2019 - Dec 2021	Completed	Committee membership at LSTM is now considerably more equitable. Technicians are consistently encouraged to join committees to ensure our voice is heard. This includes CaDRe (Career Development of Researchers), ECR Group (Early Career Researchers), Lab Users Group, Sustainability and Environment, LGBTQ+ Network, AWERB (Animal Welfare Ethical Review Board), the Biological Safety Committee and PACE (Professional and Career Development Group).	Committee Information
	4	Outward facing Technical representation	At open days, in marketing material, public engagement and as STEM Ambassadors.	Dec 2019 - Dec 2021	Completed	Technicians regularly attend open days and public engagement events. Specific events include 'Tropical Medicine Time Machine' at the World Museum and stalls at the Bluedot and Africa Oye Festivals. Other public engagement events include local school visits.	News story published showing involvement of technicians in outreach activities.
	5	New starters to be made aware of TMIH and TF	Promotional information included in the new starter pack and at induction.	Dec 2019 - Dec 2021	Completed	Promotional information relating to the Technical Forum and Technician Commitment is now included in the the pack that is provided to all new starters. Contact details for those on the technician committee is also provided to new starters.	LSTM Starter Pack
RECOGNITION - Support	1	Professional Registrations	Technicians to be given the opportunity to get professionally registered with support from management to allow time to complete the application.	May 2020 - May 2021	In Progress	Opportunities to gain professional registration have been regularly shared with technicians, including those with Science Council, HEaTED and the Royal Society of Biology. Currently we have five technical staff who are Health Care and Professions Council (HCPC) registered Biomedical Scientists.	
	2	Technician Commitment launch to showcase what we have done	To showcase the successes/impact/contribution to increase the understanding that technical roles have towards the University meeting its strategic goals.	Mar-20	In Progress	No specific launch event, but newsletters and summaries were sent throughout the year both to technicians and all staff. This level of engagement should be continued with updates being sent at least twice a year.	See Appendix 1 - Tech Discovery Days Newsletter Nov 2022
	3	Awards for Recognition of Technical excellence	Awards to be given in the school staff forum for Technical Excellence.	Oct-20	No Progress	Though there are now LSTM awards, there is no specific award for technicians and technicians are generally under represented across the nominations.	
	4	Recognising Teaching Excellence in Technicians	Recognise and support the teaching aspect of technical roles through the accreditation of teaching practice through SEDA or the Higher Education Academy (LIGHT).	Dec 2019 - Dec 2021	Completed	Technical staff have completed the accreditation process for LIGHT through the CPD pathway; further promotion of this opportunity is needed.	

technicians to gain recognition through professional registration and external award schemes	5	Technical supervisors of student research projects to gain formal supervisory roles	Technicians being included as laboratory supervisors in student projects, to be written into the dissertation structure guidelines provided by the School (in compliance with national teaching standards). This can be recorded in the technician's online training record (ESS)	July 2020 - Sep 2020	In Progress	Discussions with the Department of Education have led to improved recognition of technicians in student projects. However this is still not recorded in online training records.	
	6	Inclusion of technical staff in current publication policy	Clear and consistent guidelines on the inclusion of technical staff as authors on research papers with reference to established guidelines, ICJME.	Dec 2019 - Dec 2021	Completed	There is now clear and consistent guidelines available on the LSTM website for all staff, including technicians.	LSTM Publication Policy
	7	Develop student/visitor training log	Document time spent, skills, teaching, project guidance, and feedback from trainee. This can be linked to appraisals and aide technician training. Integrate this into the "Dashboard" that is being developed for annual PDC if possible.	Jan 2020 - Dec 2021	Completed	Technical staff are encouraged to record the different aspects throughout the year. This is then recorded electronically during the annual Performance Development Conversation (PDC).	
	8	Guidelines and training for technicians with pastoral care of students/ visitors	Support for technicians with the pastoral care of students/ visitors - quarterly sessions.	Dec 2019 - Dec 2021	No Progress	No progress on this, will be re-addressed in the next action plan.	
	9	Technical representation at School wide conferences/away days	Budget included in grants to allow for technicians to attend conferences. This will highlight their role within research.	Dec 2019 - Dec 2021	Completed	Technicians are now wholly encouraged to attend and present at school conferences and away days relating to scientific research. In order to further this improvement, technicians should be encouraged to attend and present at external conferences.	
CAREER DEVELOPMENT - Enable career progression opportunities for technicians through the provision of clear, documented career pathways	1	Technician specific guidance for PDC	One PDC form is for all with additional guidance to be written for Technicians. Technicians to work with HR to write this additional guidance, which cover targets, timing of reviews, fixed term contracts and follow up with managers. Tailored sections to include short term goals for people of shorter FTC.	Jun-20	No Progress	The committee no longer feel this point is needed. The PDC has been generally improved in recent years and allow discussion of the topics mentioned in this action point.	
	2	Include Technical Staff Development in manager/PI PDC	Staff development to be a measurable target on PI/Manager PDC. TMIH group to work with HR to input into guidance notes for PDC. Technical staff to work with manager/PI to identify current learning and development opportunities and commitment from LSTM that technicians have access to 10 days of development per year (as per Concordat). Improve visibility and access to internal training.	Dec 2019-Dec 2021	Completed	Learning and development opportunities are now covered in the annual PDC. If L&D targets are not met then the technician and supervisor must discuss why this is the case. The 10 days of development per year has also been incorporated, as well as Continuing Professional Development (CPD) days that encourage this.	
	3	Technician specific career pathway	Produce a technician 'job family' with reference to job roles within the school. This will also highlight how technicians can move horizontally as well as vertically throughout the 'job family' as they progress in their careers. TMIH to work on career case studies with HR to show career paths for those in LSTM who have moved from grades 4 to 5 to 6 etc. This will show the possible routes available and the related activities that a technician could follow. Further guidance from HR surrounding the HERA process.	Dec 2019-Dec 2021	No Progress	No specific progress on this action point. Though redistribution of technical staff through the school is encouraged and regularly occurs. In the revised action plan, more specific targets relating to this will be set.	
	4	Technical staff development to be written into proposals/grants	Technical staff development to be written into proposal/grant applications for the duration of the grant proposal/research project, being mindful of giving everyone fair access to promotion, if grade level promotions are to be built into the application. Specific career pathways will help towards predicting a budget that allows for career development.	Dec 2019-Dec 2021	In Progress	Currently this is done at the discretion of the grant writing team. More work should be done to ensure this happens more regularly, though making this mandatory in proposals/ grants is not an achievable target.	
	5	Academic Department Training budget application support	Support for Technicians applying to the Academic Department Training budget following the usual process.	Dec 2019 - Dec 2021	Completed	Technicians now receive full support when applying to the training fund.	
	6	Have a Technician specific personal development profile (CPD)	HR to support with the further development of it to allow CPD records to be kept via ESS (Employee Self Service). HR/PI to acknowledge gaps in Technical training so that technicians have a specific CPD profile and a clear development pathway can be followed.	Jan 2020-Dec 2020	Completed	Learning and development opportunities are now covered in the annual PDC, which is stored on ESS. If L&D targets are not met then the technician and supervisor must discuss why this is the case.	

	7	Time allocated for Technician specific training/courses	10 days of development per year for all those classed as researchers (and technicians are in the LSTM definition). This should be acknowledged as part of grants and planning for the year.	Dec 2019-Dec 2021	Completed	10 days of development per year is now engrained in the research environment of LSTM.This is acknowledged across grants and work-plans.	
	8	Secondment opportunities	Secondment opportunities internal/external with our industry partners. Internal/External Job swapping/shadowing. 'Technician School' for skill sharing.	Dec 2019-Dec 2021	In Progress	Internal job shadowing and skills swapping has been incorporated into technician appreciation days. External placements are currently being explored through a BBSRC award. LSTM technician committee members are also part of the North West Technician Network, which has strengthened ties with technical staff from other institutions in the area.	See Appendix 1 - Tech Discovery Days Newsletter Nov 2022
	9	Mentoring/Coaching scheme	Ensure technicians are to be included in the mentoring scheme list	Jun-20	In Progress	Technicians were offered the opportunity to take advantage of mentoring schemes but there was no take-up. We should continue to offer this going forward. Also get feedback from technicians on why this was the case.	
	10	Plan schedule for in/external speakers		Jan 2020 - March 2020	No Progress	This separate action point is no longer required. This is covered by action point 1 of Career Development in the new action plan.	
	11	Develop personal online profiles	Host workshops for developing online profile with in/external facilitators, e.g., LinkedIn, Twitter. Annual sessions for new starters	Mar 2020 - Dec2021	No Progress	No progress has been made on this point. In the new action plan we will include an action to arrange training.	
	12	CV writing, job application and interview training	In-house training sessions to be held frequently. Work with Recruitment to build into annual programme.	Mar 2020 - Dec2021	No Progress	Could be added to CPD days	
SUSTAINABILITY - Ensure the future sustainability of technical skills across the organisation and that technical expertise is fully utilised	1	Identify areas of skills shortage/skills gaps, train and redeploy technical staff within these areas	Improved process around redeployment of staff coming up to the end of their contract so as to improve the preservation of staff and skills. Encourage technicians to keep up-to-date CVs with dedicated time if necessary and these will be fed back to HR. HR to advertise upcoming posts internally first only and if no-one in house is suitable then look external	Dec 2019-Dec 2021	Completed	LSTM has improved its redeployment process, with all those who advertise for jobs first encouraged to consider redeployment options. Technicians are regularly encouraged to keep up-to-date with CVs and note the specific techniques or skills they learn. HR always share upcoming posts internally with those who have less than 6 months remaining on their contracts. Some posts are created for internal-only applicants. Clarity on redeployment process is available on the reserch culture intranet pages (FAQs for redundancy and reployment).	
	2	Review re-grading policy	Clarity around requirements for re-grading, the remit of each grade and guidelines around internal/external advertisement when posts are re-graded.	Dec 2019-Dec 2020	Completed	On request, HR have now introduced specific guidance on how to complete a regrade request submission. Regrade windows are now open twice annually with a specific process to follow during these windows.	LSTM Regrade Policy
	3	Contribution points	Clarity around contribution points. Easy access to online policies. In parallel with the employee salary review process, hold workshops to highlight eligibility, and help with applications.	Dec 2019-Dec 2020	No Progress	Whilst this is offered, many technical staff are unaware of it. Effort will be made to ensure staff are aware. This will be included in the next action plan.	
	4	Skills/CV database	Technical staff to translate current skills database into key phrases used by HR in job specifications. This will aide redeployment. Up-to-date CVs will feed into this live database to be used by HR.	Dec 2019-Dec 2020	No Progress	No progress on this. In the new action plan this is incorporated into CV writing workshops.	

Technician Commitment

In collaboration with CADRE, LSTM was pleased to run a Technicians Appreciation Week during the week of 26 September with most events happening on 28th and 29th September.

To celebrate the contribution that Technicians and all technical support staff make to research in LSTM, we were treated to demonstrations of their knowledge and expertise in the **week of 26 September**. A number of Research Technicians displayed some of their areas of expertise and skills and invited other staff and students to attend these demonstrations.

Everyone was also invited to come to a lunch time session in a Wolfson meeting room to further celebrate technicians and all those in technical support in LSTM on Wednesday 28 September.

This was a chance to acclaim the contribution that technicians make in areas as diverse as hosting work experience placements, offering training and support on key techniques, speaking at public engagement events and contributing to LSTM's research agenda. Messages of appreciation were shown on the screen whilst people ate a delicious curry and swapped stories of the sessions they had been to.

All of the discovery sessions were well attended and delivered by Kyle, Samiksha, Dom, Aaron, Isabel, Nadia and Edd

Kyle Walker, Adeolu Adebisi and Gareth Lycett co-ordinated the events.

'The work of the technicians is vital and often unsung. I am excited that they had an opportunity to showcase what they do to a broader audience'

Gareth Lycett

Discovery Days Contributors

Kyle Walker – HPLC Insecticide Quantification



Dom Wooding – Cell Culture



Samiksha Venkatesan – Bacteriophage Plaque Assays

Aaron Dowling – 3D Printing

Isabel Saldanha – HRM q-PCR

Nadia – Covid Lateral Flow Tests



Nadia Kontogianni

Edd Crittenden – Herpetarium Tour

‘it was great to get to see the projects that fellow technicians across departments are working on, and discuss the work with colleagues who have a similar outlook’ Technician, LSTM

‘Seeing how time and labour intensive the lab work is, from set-up to analysis, made me feel even more grateful for how accommodating of work and flexible technicians are under high demands’ Research Group Leader, LSTM

‘I am really pleased to co-ordinate a chance to celebrate our knowledge and I’m really grateful to those who volunteered to run the Discovery Sessions I’m looking forward to this becoming a regular event so if anyone has any ideas for the event in September 2023 I will be very glad to talk to you – please get in touch!’ Kyle Walker