UNIVERSITY OF DUNDEE
CAREER DEVELOPMENT FOR RESEARCH STAFF

A meeting of the Steering Group was held on Tuesday 29 January 2019.

Present: Professor John Rowan (Convener), Dr Shona Johnston, Mrs Wendy Marlow, Dr Sandra Oza, Dr Clive Randall, Ms Joan Robertson,

Apologies: Mrs Gillian Jones, Dr Lynsay Pickering, Dr Lisa Anderson

In Attendance: Miss Julie Begg

1. Welcome
The Convener welcomed members to the Steering Group meeting. As a new member, Julie Begg (PA to Convener) was invited to introduce herself to the group. No Post Docs representative was in attendance. The committee would like to thank Miss N. Millar for her work and contributions to the group.

Action: The Convenor to explore new representative who can regularly attend the meetings.

2. Minutes of the meeting held on 22nd November 2018
The Steering Group approved the minutes of the meeting held on 22 November 2018.

3. Matters Arising
   a) Networking Coffee morning
      Update – Organisation of the event proved to be more difficult than anticipated. Miss J. Begg has taken this over from Miss N. Millar and will select a date far enough in advance via Eventbrite to get a good indication of numbers.

      Action: Miss J. Begg to select date and organise event.

   b) With respect to the HR Excellence Award, there is a continuing action for the Convenor to identify the two remaining representatives regarding external eight year review process.

      Update – The Vice-Principal (Research, Knowledge Exchange and Wider Impact) is already an identified representative, the two outstanding representatives will be: the proposed new staff member leading the submission and a member of our early career research staff. Dr S. Oza noted that a strategic justification paper for the role of Research Enhancement Officer has been written by herself and Dr L. Anderson. The paper initially went to UEG, and subsequently has to go to Staffing Committee. The next meeting is 28th February however the group felt this is too far away. Through discussion it was agreed the post should be advertised as soon as possible.

      Action: Convenor to urgently seek update regarding post for Research Enhancement Officer.

   c) Convenor to contact web team to place HR Excellence in Research Award logo to University webpages.
**Update** – A request has been sent to the Web Team for the logo to be added to the web pages.

d) Convenor to meet with Director of HR – Action completed

4. **HR Excellence in Research Award**

The date for the eight year review is 20 September 2019. All documentation relating to the award must be prepared and submitted by this date. This includes an:

- Eight year review progress report
- Updated 6 Year Review Action Plan (2017-2019)
- Action Plan 2019-2021

Need to develop a realistic timeline to accomplish all the required documentation in advance of submission date and the subsequent meeting with the external panel. Once the submission has been made, Vitae will advise on the phone call date with the external panel.

Through discussion, it was agreed that a progress report from ED&I, OPD and HR would be beneficial to the group.

**Action:** The three core stakeholders, ED&I, OPD and HR to produce one progress report for next meeting on 16th April.

5. **Concordat to Support the Career Development of Researchers**

Dr S. Oza fed into Universities Scotland and the Concordat Steering Group who are seeking consultation from the sector on the review panel’s report previously distributed. An extra principle will be added for Principal Investigators with associated obligations. This will be an important area of activity for this committee going forward. It will impact on the HR for Excellence award format and will need to be revised at a later date.

**Action:** Dr S. Oza to circulate Concordat Consultation paper.

6. **AOB**

Dr S. Oza and Dr S. Johnston noted they are supervising a second year intern, who will be looking to progress the work of a previous Ambitious Futures trainee, towards the publication of a series of alumni PhD students’ career stories that is to be published in the summer.

Dr C. Randall noted that the REF Guidance will be released on Thursday 31st January 2019.

J. Robertson reported that her team are working to support the Equality and Diversity requirements of our University REF submission and are awaiting the final guidance in late January.

Dr S. Oza noted that she and Dr L. Anderson recently attended Scottish Mental Health First
Aid course. OPD has been asked to run a ‘Train the Trainer’ session for colleagues from eight HEIs across Scotland and Northern Ireland in March/April, with the Resilience in Research booklet used as a core resource. The convenor noted that this is an exciting development as it draws on our ambition to be Scotland’s leading university. It highlights the University of Dundee as a leading and nurturing institution which other universities look to for training.

Dr S. Oza updated the committee on the part-time researcher conference, which provides researchers the opportunity to speak with career advisers and attend a series of workshops which cover various topics in transferable skills and careers employability. Further details will be advertised via Eventbrite and an OPD newsletter will be distributed with details.

The convenor attended a meeting with External Relations. Director of Marketing, Rebecca Trengove is leading an initiative with the convenor seeking to tell the story and showcase the strengths of research across the university. This work will concentrate on impactful research featuring in REF 2021, but the committee recognised the opportunity to include a feature on researcher development and celebrating the progressive research environment of the university.

**Action:** Miss J. Begg to discuss with Dr S. Oza and Dr S. Johnston for case studies and photograph material.

Date of next Meeting: Tuesday 16th April 2019, 11:30am – 12:30pm