UNIVERSITY OF DUNDEE
CAREER DEVELOPMENT FOR RESEARCH STAFF

A meeting of the Steering Group was held on 22 November 20181.

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

Apologies: Dr Lisa Anderson, Mrs Gillian Jones, Mr Ajit Trivedi, SLSRSA Chair

In Attendance: Miss Nicky Millar

1. Welcome
The Convener welcomed members to the Steering Group meeting, noting apologies received. As a new member, Dr Irene Allan (Research Administrative Lead (RAL), School of Medicine) was invited to introduce herself to the group; Dr Allan noted that the School of Medicine was keen to give thought to the post doc/researcher development piece in order to re-engage with this community.

2. Minutes of the meeting held on 6 September 2018
The Steering Group approved the minutes of the meeting held on 6 September 2018.

3. Matters Arising
The Convener updated the group with regards to the proposed postdoctoral networking event. With such a large, diverse group (approx. 600 post docs) it was noted that in the past it has been difficult to reach and engage with this community. Not much has been done thus far in terms of University wide events, as such, this networking event would be a trial to determine levels of enthusiasm in establishing a research staff forum.

Members agreed that an informal coffee morning in late January 2019 would allow the Vice-Principal (Research, Knowledge Exchange and Wider Impact) to speak directly with the post doc community on the city campus, provide background and details of the Steering Group, highlight the full range of services available to post docs and encourage peer to peer networking.

Through discussion, it was agreed that an intro event at the Ninewells campus may be beneficial to determine appetite amongst the School of Medicine post doc community; the School of Medicine RAL agreed to look at possible dates and venues at Ninewells (linking up with the Vice-Principal’s office), and consider further how best to re-engage with this group.

Action: Convenor to organise event.

4. HR Excellence in Research Award

   a) HR Excellence in Research Award – external eight year review process
The Researcher Development and Projects Officer presented Vitae slides regarding the HR Excellence in Research Award Eight Year Review process (Paper B). Speaking through the slides, it was noted that we are 10 months away from submitting our

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1 Minutes subject to approval at the next meeting of the Career Development for Research Staff Steering Group.
eight year report. The Researcher Development and Projects Officer highlighted that three key representatives would need to be identified ahead of the institutional phone call, ideally these would be the Vice-Principal (Research, Knowledge Exchange and Wider Impact), an Early Career Research (ECR) and the staff member leading the submission.

**Action:** to identify and contact three representatives regarding the external eight year review process.

Through discussion, it was noted and agreed that the HR Excellence in Research Award logo should be added to the main University webpage. At present the logo is only present on the relevant Human Resources (HR) webpage.

**Action:** Convenor to make a request to the web team to place the HR Excellence in Research Award logo on the main University webpage.

b) **OPD Actions – UoD HR Excellence in Research Action Plan**

The Researcher Development and Projects Officer spoke to the OPD Action Plan (Paper C), noting that the existing action plan had been transposed to this new streamlined format, which will continue to be adopted going forwards. It was confirmed that to date, the dedicated careers researcher developer post (who would manage the action plan) has not been supported. However, OPD have revised the post and submitted to the Deputy Director of HR ahead of the staffing committee next week.

**Action:** Convener to meet with Director of HR to confirm whether the dedicated careers researcher developer post will be presented at staffing committee.

c) **HR Actions – UoD HR Excellence in Research Action Plan**

The School of Life Sciences HR Officer presented the HR Action Plan (Paper D), noting that the longer action plan document had been consulted before selecting OSAR as the focus for the streamlined action plan. Other areas were considered business as usual so have not been included.

A discussion took place with regards to targets and whether we are setting ourselves the impossible task by stating the target is to improve to 100%. It was agreed that 100% would be aspirational; that we can aim for 100% completion for OSAR meetings, but we cannot anticipate the outcomes from the OSAR, i.e. whether the OSAR was useful. The School of Life Sciences HR Officer agreed to take another look at the key success measures and if appropriate, revise to SMART objectives.

d) **E, D & I Actions – UoD HR Excellence in Research Action Plan**

The Equality and Diversity Officer spoke to the E, D & I Action Plan (tabled). It was noted that % measures were still to be included; reasonable targets were being considered. With regards to % of researchers who have completed mandatory E, D & I training, it was recognised that at present there is no sanction for non-completion.

With regards to diversity of selection panels, recruitment training, the completion of EIAs to inform recruitment and research specific actions on University Charter Marks, it was highlighted that E, D & I would continue to work closely with HR to push and monitor these actions.
5. **Concordat to Support the Career Development of Researchers**

The Researcher Development and Projects Officer spoke to the Consultation on the revision of Concordat to Support the Career Development of Researchers (Paper E) and a presentation (Paper F) from a meeting of the Universities Scotland (US) Research Training Sub-Committee regarding the review, which had been circulated for reference only.

Through discussion it was noted that the Concordat Steering Group want the sector to own the document and consultancy process, actively encouraging responses by the deadline of 7th January 2019. The University of Dundee will submit a single institutional response, however it was noted that Vitae are also welcoming individual responses. Members agreed that it would be beneficial to send the consultation documentation to the post doc community inviting them to engage with the process, whilst also ensuring that they are aware of the Concordat.

The Researcher Development and Projects Officer confirmed that a University response was currently being drafted, this would then be shared with the Steering Group and relevant colleagues to augment.

6. **AOB**

No other business raised

Date of next Meeting: Tuesday 29th January 2019, 11.30-12.30