

Concordat for the Career Development of Researchers Action Planning

Governance and Participant Terms of Reference

Rachel Bray and David Gavaghan; 13 Oct 2021

Purpose

The VC signed the Concordat on behalf of the University on 22 April 2021. We have until April 2022 to produce and publish our action plan.

Governance and process

Responsibility for Oxford's fulfilment of the Concordat lies with the PVC Research, Professor Patrick Grant.

Responsibility for creating Oxford's action plan lies with the University Advocate for Research Staff, Professor David Gavaghan. The institutional lead on developing the University's response to the Concordat is the Research Staff Hub lead, Dr Rachel Bray.

Rachel and David worked together, with input from a subgroup of the Research Staff Working Group, to decide how to create Oxford's action plan. The process was reviewed, improved and agreed in the three research staff committees (Consultation Group, Working Group and the Steering Committee)

Rationale for the process

The decision was made to invite contributions from the three groups who have both responsibilities and entitlements under the Concordat (research staff, line managers/Pis, professional services) in order to

- maximise insights from across Oxford's diverse research environments and mitigate against group-think
- raise awareness of the Concordat and increase engagement going forward

ToR for participants

Each participant has

- responded to an open call to volunteer their time and insights as a member of one of the above broader communities in Oxford
- been provided with background documentation on related activities and policy across the University
- in the case of research staff, been linked to their Divisional research staff reps for a briefing conversation about local priorities for fixed-term researchers
- had opportunity to familiarise themselves with the digital platform

Each participant is expected to

- listen to and engage with their peers in small group work to develop both individual contributions and collective thinking, and capture this on the digital workboard
- request any support needed from facilitators to clarify the activities or how to use Miro
- review and comment on ideas brought by other groups in the process during the two workshops (and/or afterwards through async functionality)
- consider whether they have time and appropriate experience to
 - co-represent the ideas of their peer group in the final synthesis and proposal drafting workshop in early Dec (as one of four representatives from each peer group), and in advance of this to
 - read a summary of the ideas and priorities from each peer group
 - email the facilitators if they want to put themselves forward (by end of October)

Each participant will

- receive appreciation of their time through a note to their line manager from a senior University figure inviting both the participant and their line manager to a celebratory event, once the plan is made.