**Researcher Development Strategy Group**

**Terms of Reference June 2020**

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| The Research Development Strategy Group is responsible for embedding the principles of the Concordat to Support the Career Development of Researchers within relevant HR initiatives and frameworks and ensuring alignment with other relevant activities, such as the People Strategy and Athena Swan. The Group is responsible for maintaining high standards in researcher development and training and ensuring that these are continually improved in response to sector developments and evidence obtained about staff experience. The Group will develop an action plan that aligns with the Principles of the Concordat for Researcher Development and drive its implementation in a consistent way across the University  The Group also ensures effective communication about its strategy and work is shared widely and seeks to raise the visibility of the Concordat and champion its principles. |
| **Strategy:**  To develop a research staff development strategy and oversee and monitor its implementation and communication. |
| **Performance Monitoring and Review:**   * Actively and systematically gather views from Northumbria-employed research staff in order to inform and prioritise action planning * Monitor and develop solutions to issues raised via internal staff surveys, external benchmarked surveys such as CEDARs, and focus groups. * To develop the Concordat action plan and monitor progress towards objectives. * To produce an annual report to the Governing Body which includes strategic objectives, measures of success, implementation plan and progress, and to subsequently make this publicly available. * To ensure adequate resources are available for the development and delivery of training, which may include preparing applications to external funders. |
| **Policy and Regulation:**   * Raise the visibility of the Concordat and champion its Principles within their organisation at all levels * Provide a platform to share and promote best practice for the benefit of the research community at the University. * Provide strategic direction in line with institutional objectives and the research strategy to develop a framework for researcher development and to maintain momentum and progress. * Ensure that the requirements of the Concordat for Researcher Development are met and demonstrated. * To act as an advisory and consultative forum at key stages of the design and development of researcher training aimed at PGRs, ECRs and Academic Staff |
| **Reporting Relationships and interactions with other bodies, groups, and individuals:**   1. The Researcher Development Steering Group will provide RaKE VCEG and SMG with strategic advice and guidance on the implementation of the Researcher Development Concordat. 2. The Group will report annually to the Governing Body 3. Report to external bodies (UUK, RCUK, Vitae) on the progress of the implementation of the Concordat as and when required. |
| **Constitution and Membership**  The parent body of the Group is Research and Knowledge Exchange Committee  The Group should normally meet every two months, but should only meet where it is necessary to do so to consider, recommend and/or decide upon significant business. Instead, responsibility for actions can be delegated to individuals or groups to effect change in their areas.  The quorum for the meeting is more than 50% of the members of the Group. Representatives may be invited to attend specific meetings at the discretion of the Group.  Faculty Pro Vice Chancellors propose an ECR\*\* from their Faculty for membership of the Group. It should be noted that ECR members of the Group are also members of the ECR Forum which meets up to three times a year to deliver training and development activities for ECRs  **Membership**  Pro Vice Chancellor Research and Innovation (Chair)  A Senior Research Leader\* from each of the four Faculties  2 ECRs\*\* from each of the four Faculties  A member of technical staff whose role involves undertaking research.  Director of Human Resources and Organisational Development (or delegate)  Organisational Development Manager EDI (HR)  HR Manger (Projects)  Deputy Director Research and Innovation Services  Research Policy Manager (Research and Innovation Services)  Head of Library and Research Services  Graduate School Manager  **Secretary**  Research Policy Co-ordinator (RIS)  \*Senior Research Leader is someone in a position of Research Leadership e.g. Director of Research and Knowledge Exchange and/ or PI with responsibility for managing a research project involving postdoctoral researchers.  \*\*There is particular emphasis in the concordat on precarity of employment for research staff so one of the two fixed term representatives should be a postdoctoral grant-funded researcher. |