## 2017 - 2019 HRS4R Action Plan

Ethical and Professional Aspects														
				2017				2	018		20:			
Action(s) required	Key Indicators / Targets	Responsible Dept /Unit	Q1	Q2	Q3	Q4	Q1	Q2	QЗ	Q4	Q1	Q2	Q3	Q4
Develop and implement an RCSI Conflict of Interest Policy	Have a clear policy, guidelines and governance process in place to effectively manage any actual, potential or perveived conflicts of interest	ORI / HR			*									
,	Awareness building: Deliver an awareness campaign for researchers to inform and educate them on their responsibilities and of RCSI position on Open Data.	ORI /Library	*	*	*	*	*	*	*	*	*	*	*	*
	Resource provision: Data Management Plan template plus draft content	ORI / Library / IT			*	*	*	*	*	*	*	*	*	*
	IT infrastructure: Review undertaken with clear plan and recommendations agreed	IT / ORI			*	*								
Open Data	Legal compliance: Review undertaken with clear plan and recommendations agreed	ORI / Legal			*	*								
Research Support Departments to provide a regular presence in ERC,	Regular clinics established	HR / IT / Finance	*											
Beaumont	Clear trends and issues identified through clinics	HR / IT / Finance			*		*		*		*		*	

Recruitment														
			2	2017			2018				20	019		
Action(s) required	Key Indicators / Targets	Responsible Dept /Unit	Q1	Q2	Q3	Q4	Q1	Q2	QЗ	Q4	Q1	Q2	QЗ	Q4
Undertake a feasibility study to identify potential of enhancing IT	Feasibility study undertaken	ORI / HR / IT								*				
recuitment platform to better enable management of the process,	Apply recommendations, where identified	ORI / HR / IT								*				
improve tracking and value ad information for HR and Researchers	Improved capabilities to track and produce value ad MI	ORI / HR / IT	*****							*				
Increase awareness of open roles by providing Hiring Manager / PIs with	Supporting templates available for all hiring managers informing potential candidates about careers in RCSI	Recruitment		*										
standard templates to include in presentations and share with their networks to help increase and widen the pool of candidates.	Increased awareness of RCSI careers through non standard recruitment process	Recruitment		*										
	Interviewers to be trained on interview techniques, unconscious bias etc.	L&D / Recruitment				*								
Develop an elearning module to support all interview panels	Increase the percentage of trained interview panel members in 2017 / 2018	L&D / Recruitment				*								

Working Conditions and Social Security														
			2017 2018					2019						
Action(s) required	Key Indicators / Targets	Responsible Dept /Unit	Q1	Q2	QЗ	Q4	Q1	Q2	QЗ	Q4	Q1 (	Q2	QЗ	Q4
	The Researcher Career Development Framework is effectively communicated to all Researchers and hiring managers	ORI / HR			*									
	A clear governance structure is in place to effectively manage the guidelines and processes outlined in the framework	ORI / HR			*									
	All new hires will be aligned with the guiding principles outlined in the Framework	Recruitment			*									
Implement RCSI's Researcher Career Development Framework	All progressions internally will be aligned with the guiding principles outlined in the framework	ORI / HR			*				*				*	
	Female mentoring infrastructure to be put in place to support researcher career development	HR						*						
Athena SWAN	Review maternity support cover for all research active staff and pilot the provision of teaching and examination support for up to 6 months for academic staff returning following maternity leave.	HR				*								
	Survey issued to all Researchers to allow them to provide feedback and offer suggestions on areas of strength and potential enhancements/development	ORI / HR				*				*				*
Undertake a survey and workshops to fully understand researchers views	Communicate outcome of survey / focus groups to all researchers	ORI / HR				*				*				*
and implement recommendations	Implement recommendations by agreed timelines	ORI / HR				*				*				*
	Feasibility study undertaken	ORI / HR / IT												
Undertake a feasibility study to identify potential of enhancing IT platforms to support researchers including, Performance Management.	Apply recommendations where identified	ORI / HR / IT												
Enhance the Performance Management process to better enable and	A clear view of Researcher views (positive and developmental) and requirements	HR				*								
support researcher performance and overall development.	Enhanced supports available for staff and managers	HR				*								
	Clear communications plan developed	HR	*	*	*	*	*	*	*	*	*	*	*	*
Proactively present and ommunicate with researchers to provide updates	Increased utilisation of communiation channels	HR / ORI / Comms	*	*	*	*	*	*	*	*	*	*	*	*
on HRS4R related activities and initiatives	Increase levels of awareness and feedback from researchers	HR	*	*	*	*	*	*	*	*	*	*	*	*
Increase awareness of RCSI's core research facilities access policy.	Access policies for recent equipment developed and communicated	ORI				*								
Update link on the staff portal re committee names, roles and meeting outputs.	The Research Institute Support & Development Manager to have developed a line of research-related communications in 2017 which will include committee related information.	ORI			*	*	*	*	*	*	*	*	*	*
Develop and implement policy to provide staff returning form maternity leave with protected time and supports to primarily focus on their Research	Develop and implement policy and communicate to all researchers	HR				*	*	*	*	*	*	*	*	*

Training			
	2017	2018	2019

Action(s) required	Key Indicators / Targets	Responsible Dept /Unit	Q1	Q2	QЗ	Q4	Q1	Q2	QЗ	Q4	Q1	Q2	QЗ	Q4
	Interviewers to be trained on interview techniques, unconscious									Ţ	_			
	bias etc.	L&D / Recruitment						_	Ť	Ť		_		
	Increase the percentage of trained interview panel members in					*				*				*
Develop an elearning module to support all interview panels	2017 / 2018	L&D / Recruitment												
	Feasibility study undertaken	L&D / HPEC				*								
Undertake a feasibility study and define a policy position on teaching	Apply recommendations where identified	L&D / HPEC						*						
opportunities and formal training for researchers.	Clear policy position on issue	L&D / HPEC				*								
	Develop comprehensive programme to support staff with			*										
	responsibility for people management	L&D												
	Run pilot programme with nominated managers	L&D				*								
Management Development Programme	Refine based on feedback from pilot group	L&D				*				*				*
	Online training available and tracked to ensure all supervisors		*	*	*			*		*	*	*	*	*
	undertake the training	SPGS												
Supervisor Skills Training online	Provide supervision and mentoring masterclasses	L&D		*	*	*	*	*	*	*	*	*	*	*
Undertake a feasibility study to identify potential of introducing a Learning	Feasibility study undertaken	HR / IT		-				*						
Management System	Apply recommendations where identified	HR / IT							*	*	*	*	*	*
	Training in place	ORI					*							
Enhance and develop the IP & Commercialisation Training	Increased awareness of IP & Commercialisation	ORI					*							
Develop a Grant Application Support Team (GAST ) training strategy	Delivery of training and increased awareness of the process and										*	*		
focusing on early stage researchers	responsibilities	ORI		1	1	1	Ť	1				•		
	Delivery of the Research Career Development Workshop	HR				*		*		*		*		*
	Increased awareness and understand of career options and					*		*		*		*		*
Research Career Development Workshop	individual potential	HR												