

Technician Commitment Steering Group

Tuesday 20 March 2018

11:00 – 12:00

Estates Meeting Room 1 (Sherfield Building, 5th Floor)

Minutes

Meeting #4

1 Welcome and apologies

Present

Nazia Hirjee	Faculty Operations Officer, Natural Sciences (Chair)
Dawn Beaumont	Faculty IT Support Manager (Natural Sciences and Medicine)
Lindsay Comalie	Joint Acting Head of the Equality, Diversity and Inclusion Centre, HR
Allison Hunter	Technical Operations Manager, Life Sciences
Gareth Hyde	NHLI Safety & Technical Services Coordinator, National Heart & Lung Institute
Ken Keating	Laboratory Manager, Bioengineering
Tim Killip	Head of Maintenance, Estates Division
Angela Williams	Training and Development Coordinator, Estates Division
Rozi Harsanyi	Management Trainee, Secretariat to the Steering Group

Apologies

Paul Brown	Mechanical Workshop Instrumentation Manager, Physics
Leigh Davenport	Head of Customer Service, ICT
Paul Jennings	Head of Service Operations, ICT Roger White Operations Manager, Department of Surgery & Cancer
Russell Stracey	RSM Workshop Supervisor, Materials
Roger White	Operations Manager, Department of Surgery & Cancer
Yvonne Aftyka	LDC Administrator, Secretariat to the Steering Group

2 Minutes and matters arising from the last meeting

NH

- RH (from last meeting): 1) approach technical apprentices for case studies (apprentices suggested by TK – Hasan Polat and Shenice Lalor – were approached), 2) update the mailing list (chase Sophie Charleson in HR about this – chased Sophie, not heard back), 3) circulate the Technical Managers' Meeting minutes (for AH to review them first)
- RH to get case studies about ICT technicians for the website – contacted DB and Monica Suarez (Learning and Development Officer, ICT) – DB to check with Monica if they have a list of technicians with professional qualifications
- AW to also ask maintenance technicians and let NH know if they would like to be featured on the website
- LC had a follow-up meeting with Kate Goss and Eric Miranda from the LDC about leadership and management development for technical staff (Eversheds' Safety Leadership programme)
- We will put together recommendations of what technicians find useful and put it on the portal – suggestion to be discussed at the next technical managers' meeting. To start with leadership and management, follow with the career development piece once we have more resources.
- AH and NH: promoting training courses in each newsletter is helpful in raising awareness of the training available
- RH to get a story out about the Provost's meeting with Stephen Ramsey – contacted Elizabeth Nixon about this.

- 3 Feedback about draft action plan All**
- NH used the Science Council's template, categorised into the four areas of the Technician Commitment
 - After the discussion today, the document will be recirculated to the Steering Group members
 - GH: we would need input from technicians working in the departments (maybe by doing focus groups), not just technical managers
 - NH: potential routes to do this: a) NH sends the document to technical managers who consult it among their teams; b) we send it out to the whole Technicians' Network via email; c) we use both approaches.
 - AH: we should use both approaches (discussions at departmental meetings are important) → NH to draft an email that goes out to technicians
 - KK: we should be engaging with the academic line managers of research technicians
 - AH: we should use the College newsletter to let academics know of what is happening around the Action Plan
 - NH: suggested that it goes out in the Staff Briefing as well
 - GH: the part about Outside Insight – seemingly not many participants, but it is proportionate to our staff body
 - NH to change the wording to: '10% of participants have been technicians'
 - AH: tracking of professional registration
 - NH: the new coordinator will keep a log of those registered in the College
 - RH has been in touch with the Science Council to see who is already registered – waiting to hear back
 - AW: Estates tracks professional membership on ICIS (in the My Training section), along with any other qualifications Estates sponsors
 - LC spoke to Human Resources about recording it in My Details on ICIS
 - GH: 'Visibility' section: only includes stories about career development, but should be wider than that, e.g. also talk about the technician who won an award for membership in the Territorial Army → GH to speak to this person and ask if we can include their story in the newsletter
 - NH include recognition of technicians' work done in the community
 - AH: talk about technicians' involvement in outreach programmes as well (Dave Featherbe does lots of outreach and widening participation work). For example, highlight that technicians are involved in Imperial Festival.
 - NH to give the Steering Group a couple of weeks to look through the updated Action Plan
- 4 Updates All**
- AW: in Estates, people can submit their applications for sponsorship by the 30th of March – lots of technician applications for CPD (e.g. electricians who want to do electrical testing)
 - KK: the Supporting Learning and Teaching (SLTP) course (run by the Educational Development Unit) is popular among technicians – at the end, they get an opportunity to register with the Higher Education Academy
 - Technicians like the approach of the SLTP (participants complete their written assignments and then discuss them in groups) – we should use the same approach at the technicians' professional registration workshops
 - AH: technicians liked this approach when the workshops were done by Steve Rathborn.
 - The SLTP opens for applications once a year. Participants can become associate fellows of the Higher Education Academy as a part of it. They need to discuss how they have applied the learnings after each session.
 - AH: include a short piece about it in the newsletter, with a quote from a technician who has been through it.
 - GH: Radiation protection manager (Ross Manson) gave a talk to the Faculty of Medicine Safety Committee about working with polonium, the same talk may be of interest to the Technicians' Network and he could also be asked to talk about his career.
 - AH: Science Council website – better for the competency section, a 5 minute video about how you structure the competency report. AH to send it out to the Technicians' Network (*done*), RH to link to it on the portal in the registration section (*there is a link to the video and the blog posts in this section*).

5 Any Other Business

NH

- RH starting a new placement in April – Cynthia So will join the LDC and the EDIC as a new management trainee, partly working on the Technician Commitment Action Plan.
- Next meeting: in mid-May

Actions

- *NH to make changes in the Technician Commitment Action Plan based on the discussion and send the updated version to the Steering Group*
- *DB to check with Monica Suarez if they have a list of ICT technicians with professional qualifications – let RH and LC know.*
- *AW to ask maintenance technicians and let NH know if they would like to be featured on the website*
- *NH to draft an email that goes out to technicians about the Technician Commitment Action Plan, asking for their input*
- *GH to ask technician who won an award for his role in the Territorial Army and ask if we can include their story in the newsletter.*
- *Yvonne to include a quote from an SLTP participant in the Technicians' Network newsletter*
- *GH to ask Ross Manson if he would like to give a talk at the next technical managers' event*