

## Career Development of Research Staff - Statement of Expectations

The University holds the [European Commission's HR Excellence in Research Award](#) as recognition of the processes put in place to support researchers in line with the [Concordat](#) to Support the Career Development of Researchers. This Statement is based on the University's commitment to the Concordat and sets out the expectations and mutual responsibility of research staff, PIs and the University with the aim of creating a supportive environment in which researchers are able to work and develop their careers.

In this context, the University of Manchester defines **Research staff** as individuals whose primary responsibility is to conduct research. This Statement is of particular relevance to those supported by grants, usually of a fixed duration, from external funding bodies. A **Principal Investigator (PI)** is the lead researcher for a project and takes prime responsibility for directing the research and for managing and developing the research staff with whom they are working.

### Research Staff Responsibilities

Researchers are responsible for planning and managing the development of their own career and for ensuring via discussions with their PI/line manager that they are clear about their roles and responsibilities within the research project.

#### *Leadership and Management*

- Ensure that the induction process is completed and undertake any mandatory training including [diversity in the workplace](#), [health and safety](#), [research integrity](#) and [data protection](#).
- Ensure that you are aware of the key University policies relating to [good research practice](#) including [research integrity](#), [research data management](#) and [processing personal data for research](#).
- Work with your PI/line manager to establish a timetable of regular meetings to set goals and objectives for the research project, agree your development needs and review project progress.
- Engage with the [Performance & Development Review \(P&DR\)](#) process and use this as an opportunity to discuss your longer term aspirations. See the online module for researchers on [Getting the Most out of your P&DR](#).
- Maintain your professional profile using the University's information system, [PURE](#).

#### *Career Support and Development*

- **It is recommended that all research staff spend up to ten days per annum on professional and career development opportunities;** this includes a broad range of activities such as networking, conference attendance, committee involvement, publishing, preparing research grant applications and public engagement as well as face-to-face or on-line training. The [Researcher Development Team](#), [Learning and Organisational Development](#) and the [Library](#) offer a range of training and development opportunities.
- In discussion with your PI/line manager identify a suitable mentor and consider the [Manchester Gold](#) programme.
- Discuss your career plans with your PI/line manager and identify your development needs in relation to both the project and your longer term aspirations.

#### *Research Environment*

- Participate in networks, committees and research staff forums at divisional, department, School, Faculty and University level.
- In agreement with your PI/line manager, consider undertaking activities outside of your project such as teaching and supervision, social responsibility activities including [knowledge exchange](#) and [public engagement](#) activities.
- Participate in divisional, departmental and School level research seminars and activities.

If you have a concern about the opportunities for career development or the way in which you have been managed, the first step is to try and resolve this through discussion with your PI/line manager. If it is not appropriate to speak to your PI/line manager then you should contact the Head of Department/Division/School and consult with [P&OD](#) for advice.

### PI Responsibilities

PIs, as line managers, have a key role to play in providing a supportive environment for their research staff by allowing them to make the best use of their abilities and encouraging them to progress their careers.

#### *Leadership and Management*

- Recruit researchers in compliance with the [University's policies and procedures](#).
- Ensure that the research staff employed on your grants are provided with the new starters [induction information](#), register for the [University welcome event](#) and are signposted to the [research staff handbook](#) and other [relevant resources](#).

- Ensure that the research staff you are responsible for undertake the [mandatory training](#) and are aware of the key University policies relating to [good research practice](#) including [research integrity](#), [research data management](#) and [processing personal data for research](#).
- Establish a timetable of regular meetings with your research staff to set project objectives, agree development needs and review project progress.
- Ensure that the [Performance & Development Review \(P&DR\)](#) process is carried out at an appropriate time and in line with University guidance. Consider undertaking [training for reviewers of academic and research staff](#).
- Continue to undertake relevant training and access guidance via the [Managers' Essentials](#) and [Learning and Development](#) toolkits to support you in the role of PI as a manager of research staff.

#### *Career Support and Development*

- Encourage all the research staff you are responsible for, irrespective of the length of their contract, to discuss their career plans and development needs; support them to spend up to ten days per annum on professional & career development opportunities and to access the training and development opportunities provided by [Researcher Development Team](#), [Learning and Organisational Development](#) and the [Library](#).
- Support and encourage research staff to identify a suitable [mentor](#).
- Support research staff, where appropriate, to apply for all types of research grant funding and independent Fellowships, signpost research staff to School based [research services](#).
- Encourage research staff to apply for the University's [research staff collaboration and dissemination funds](#).

#### *Research Environment*

- Encourage research staff to engage in a wide range of networks and activities including developing interdisciplinary research collaborations.
- Ensure research staff are appropriately acknowledged and credited for their contributions to both the research project and any wider University activities they have undertaken.
- Ensure research staff are able to take their full annual leave allowance.
- Consider nominating research staff for a [research staff excellence award](#).

### **Institutional Responsibilities**

The University is committed to ensuring that research staff are supported, managed and developed.

#### *Leadership and Management*

- The [Research Staff Strategy Group](#) (RSSG) will periodically review the content of this Statement to ensure continued relevance, assess uptake and awareness of PIs and research staff via the staff survey and report issues for consideration to the University Research Group.
- The University will implement the [Concordat Action Plan \(CAP\)](#), renew the [HR Excellence in Research](#) award and align the actions within the CAP with the [Athena Swan](#) and [Race Equality](#) Charters and ensure research staff are considered in these.
- RSSG will work with HR and Faculty researcher development teams to ensure the delivery of an effective induction process and an online [research staff handbook](#).
- A regular monthly update to all research staff will be used to communicate relevant policies, announcements and initiatives.
- Appropriate divisional/departmental, School, Faculty and University committees are encouraged to ensure the integration and representation of research staff.
- The University will promote relevant funding opportunities, including the University Fellowship scheme, to nurture, support, retain and attract excellent researchers.

#### *Career Support and Development*

- [Research Staff Strategy Group](#) (RSSG) will evaluate and monitor the professional and career development opportunities offered to research staff to ensure they are relevant and appropriate.
- RSSG will highlight the opportunities for research staff to access [mentoring and coaching](#).
- RDG will promote PI good management practice through the provision of [training and support for PIs](#).

#### *Research Environment*

- The University encourages the use of [recognition and reward](#) systems including [the research staff excellence awards](#) for research staff.
- RSSG will disseminate and promote examples of good practice in relation to the support and development of research staff.
- The University will provide and promote initiatives to encourage participation in [wellbeing](#).