

Cranfield University Technician Commitment Action Plan 2024-26

Action Ref.	Action	Responsibility	Timescale	Success Measures	Resourcing (estimated)	Cranfield University Focus/Strategy link	TC Theme*	TALENT Commission Recommendation No.**	MI Joint Statement No.***
1) Ensuring continued governance and leadership for Technician Commitment									
1a	Consider appointment of university-wide Strategic Technical Leader (STL)	TCIL & University Executive	By March 2024	Consideration needs to include lines of reporting, creation of job description for STL role, budget etc and may result in: a) Continuation of TC lead in existing role OR b) Transition period for STL role OR c) Introduction of a full time STL	Within 20% TCIL time. A-C is dependent on outcome of consideration	Employer of Choice, SDG 8, Decent work and economic growth, including good governance.	All	1	5
1b	Ensure continued effective governance for TC by considering combining TCWG and TALENT Board and ensuring Terms of Reference (ToR) are appropriate	TCIL	By March 2024	a) Decision on composition and name of future working group b) Presence of appropriate ToRs	Within 20% TCIL time. For other members of group their time is voluntary	Employer of Choice, SDG 8, Decent work and economic growth, including good governance, Reputation Strategy	All	N/A	8
2) Review and continue previous activities									
2a	Continue to hold annual September TC update events	TCIL	Annually 2024-26	Annual events have taken place	Within TCIL 20% time, plus £1500pa to cover lunch and support travel between campuses	People strategy – Engaged community	All	10	3
2b	Continue to report periodically to University Executive on TC progress	TCIL	At least 2 x yr, 2024-26	Reports made	Within TCIL 20% time	Employer of Choice, SDG 8, Decent work and economic growth, including good governance.	All	N/A	8
2c	Continue and refresh Technicians Forum events	TCIL & TCWG	At least 3 forums per year, 2024-26	Technician Forums have been held	Within 20% TCIL time. For other members of group their time is voluntary. £1200pa to cover transport & refreshments	People strategy – Engaged community	All	10&15	3
2d	Continue and refresh technician-related development Intranet page	TCIL & TCWG	At least 2x updates per year, 2024-26	Intranet pages updated at least every 6 months	Appoint TCWG member to lead, plus support from CEA	People strategy – Engaged community	All	10&15	7
2e	Continue to promote and encourage engagement with development opportunities	TCIL, TCWG, T&D, HoTS	Ongoing throughout 2024-26	Continuation of technicians taking development opportunities	Time, line manager support for techs to attend development, access to internal & external funding for development for technicians. Internal funding pot £10k pa.	People strategy – Talented people	CD,S	10&15	7
2f	Monitoring uptake of development opportunities (where possible)	TCIL, TCWG, T&D	At least 2x reviews per year, 2024-26	Assessment of data from TALENT Project Development Team, T&D internal data, self-reporting, PDR overviews	Time	People strategy – Talented people	CD,S	10&15	7
2g	Continue to monitor and review technical staff data (numbers, distribution, age profile, diversity, exit interview data to help ensure that issues such as aging technical population are being addressed and flag up for remedial attention if needed.	TCIL, P&C	Annual review 2024-26	Data monitored and reviewed by TCWG, reported to University Exec if needed.	Time	People strategy – Talented people	V	3	4
2h	Continue to promote awareness and use of fair attribution guidelines for technical staff	TCIL, TCWG, RIO	At least 2x promotions per year, 2024-26	Presence of reminders in eBulletin, tech staff intranet, Tech Forums etc	Time	People strategy – Meaningful reward	V, R	11	2
2i	Continue and enhance internal and external publicity around technical staff	TCIL, RIO, CEA, P&C	Ongoing throughout 2024-26	Presence of articles in eBulletin, intranet, social media and external news stories	Time	People strategy – Engaged community Reputation strategy - Showcasing our successes and stories	V, R	11&15	3
2j	Resolve time recording issues as they arise (eg if a technician is attending graduation what budget code should be used!)	TCIL, PVC-S	As needed	Evidence where time recording is not a barrier to engagement with development or similar activities	Time	Respectful culture	All	N/A	8
Career Development									
3a	Monitor use/application of technical career pathway	TCIL, P&C	Annual review 2024-26	Annual review done	Time	People strategy – Meaningful reward	CD,S	9	6&7
3b	Review pathway in 2024, taking into account sector developments in specialist technical pathways, inclusion of H&S within job descriptions etc	TCIL, P&C, HoTS	By December 2024	Reviewed pathway	Time	People strategy – Meaningful reward H&S strategy - Safety as a value/Promoting engagement Estates strategy - Maintaining safe, accessible, secure and compliant campuses	CD,S	9	7
3c	Career progression workshops, either in-house, or via TALENT and/or ITSS	T&D	Annually, 2024-2026	Career progression workshops held (or promoted) and uptake by technicians	Time	People strategy – Meaningful reward	CD,S	7&9	7
3d	Ensure wider support for 10 days development time. By Dec 2024, secure agreement for local implementation in technical schools and IT PSU. Beyond 2024 adoption of university-wide approach to development time, or continuation with local agreement (whichever is the most advantageous)	T&D, P&C, PVC-S	Initial decision by Dec 2024. Adoption (or not) of university-wide policy at date TBC	Agreement for 10 days development time for SATM, CDS and IT.	Time	People strategy – Talented people	CD, S	10	7

3e	Review how many techs have recognised teacher status. Consider increasing numbers and ensure visibility via CRIS profiles. Promote professional recognition for teaching activities via Advance HE and Cranfield University development PGCAP options.	TCIL, P&C, APEX	Initial review by July 2024	Clarity on which technicians are recognised teachers. Promotion of role and development opportunities.	Time	People strategy – Talented people Education - Developing the expertise of those who support learning and teaching	All	11	7
3f	Explore opportunities for technical staff to be supervisors on student projects.	TCIL, DoE's	2025 -2026	Meetings held and opportunities discussed	Time	People strategy – Talented people Education - Developing the expertise of those who support learning and teaching	V, R, CD	11	7
3g	Possibly offer techs a choice of MSc projects to become more involved in, particularly where their expertise could be valuable	TCIL, DoE's	2025-2026	Options for technicians to be included in MSc supervision available	Time	People strategy – Talented people Education - Developing the expertise of those who support learning and teaching	V, R, CD	11	7
3h	Review how many techs are professionally registered. Develop internal champions/support network.	TCIL, T&D	Collect initial data by end of 2024. Network developed by 2026	A definitive list of which technicians are member of professional bodies and which are on a professional register. Launch of professional development network by 2026	Time	People strategy – Talented people	R, CD	15	7
3i	Review how many techs have CRIS/ORCHID profiles and increase if poss.	TCIL	Initial review by Sept 2024. Measures to increase uptake developed and implemented 2025-2026	Review done. Measures to increase uptake have been developed and implemented with an increase in technicians with these profiles.	Time	People strategy – Talented people Research and Innovation - Scholarship with Purpose	V, R, CD	11	2
3j	Provide clearer guidelines and support for technicians wishing to develop own proposals. This may also include a technicians self-support group	TCIL, RIO	By July 2025	Guidelines in place. Dissemination of guidelines via workshops, Technician Forums etc	Time	People strategy – Talented people	CD, S	5	2
3k	Cranfield University “Ideas Fund” A pot of money that can be applied for to try out ideas for more efficiency/try new methods etc (support for those who want to progress and entering the proposal writing or business case arena)	TCIL, RIO	By July 2025	A pot of money available, with application criteria set out, and awarding panel in place. Feedback from awardees by Dec 2026	£5000pa	People strategy – Talented people	CD	10	2
3l	Cranfield University “Technicians Research Fund” (Internal funding for those to propose and deliver research – a safe space to develop skills before engaging with external funders.)	TCIL, RIO	By July 2025	A pot of money available, with application criteria set out, and awarding panel in place. Feedback from awardees by Dec 2027	£10,000pa	People strategy – Talented people	CD	10&11	2
3m	Explore technicians involvement with Knowledge Exchange	TCIL, RIO	By Dec 2026	Visibility of areas where technicians contribute to KE	Time	Research and Innovation – innovators and entrepreneurs, partnerships and place	V, CD	6&13	3
3n	Encourage technicians to be competent in digital skills as appropriate, including engagement with social media output, RABS, Intelix etc	TCIL, CEA	By 2026	Promotion of digital skills development opportunities	Time	People strategy – Talented people	CD	2&10	7
Ensuring sustainability of technical staff									
4a	Develop clear guideline on how to cost technicians into the various proposals (MI)	TCIL, RIO	By Dec 2024	Guidelines in place and accessible to all staff	Time	Research and Innovation - Diversity of people and thought Financial strategy - maintain a clear approach towards financial planning/long term financial sustainability	S	5	2
4b	Ensure technical managers have clear oversight on inclusion of technicians on proposals/B3.1s	TCIL, RIO, HoTS	By Dec 2024	HoTS to have access to new B3.1 system, and/or alternative procedures to achieve same outcome	Time	Research and Innovation - Diversity of people and thought Financial strategy - maintain a clear approach towards financial planning/allocation of resource	S	5	2
4c	Support for technicians to attend outreach, public engagement events that support technical careers (MI, job fairs etc)	TCIL	Ongoing 2024-26	Technicians engaging in outreach activities	Time	People Strategy – talented people	S,V	6	3
4d	Support for technical staff to partake in sector policy discussions and consultations (MI)	TCIL	Ongoing 2024-26	Technicians engaging in sector policy discussions	Time	Reputation strategy - Inspire our people	V	14	10
4e	University to build relationships with external organisations that can support the technical community (could be via MI, could be via university partnerships, possible industrial placements etc	TCIL, RIO, PVC-S	2025-26	Exploration of what is possible 2025, and implementation by 2026	Time	Research and Innovation – Partnerships and place	S, CD,V	13	9
4f	Ensure Cranfield University submits technician staff data with appropriate SOC code (MI)	TCIL, RIO	Ongoing 2024-26	Visibility of staff data	Time	Being an employer of choice linked to SDG 8, Decent work and economic growth, including good governance.	V	3	4
Increasing visibility and representation									
5a	Ensure sections added to university staff induction. Appoint Technician Champions in each School to deliver this to new starters	TCIL, P&C	By July 2024	Induction section added to generic induction plan, and contact points nominated	Time	People Strategy – talented people	V	8	7&1
5b	Reintroduce a Technician Prize amongst the Student Choice Awards	TCIL, CSA President	By Dec 2025	Technician Prize awarded	Time	People strategy – Meaningful reward	V	11	3

5c	Review and enhance technical presence on decision making committees	TCIL	By Dec 2025	Initial review by July 2024. Where scope to introduce technical representation, add by Dec 2025	Time	Being an employer of choice linked to SDG 8, Decent work and economic growth, including good governance.	V	12	8
5d	Ensure technical representation on School EDI panels	TCIL	By July 2025	Technical representative on all technical school EDI groups.	Time	Being an employer of choice linked to SDG 8, Decent work and economic growth, including good governance. EDI - Build an inclusive, values based culture	V, S	4	1&8
5e	Explore deeper inclusion of technician-related EDI issues within university initiatives	TCIL, P&C	By Dec 2025	Discussion of technician-related EDI between TCIL and EDI Lead to determine opportunities	Time	Being an employer of choice linked to SDG 8, Decent work and economic growth, including good governance. EDI - Build an inclusive, values based culture	CD, S	4	1&8
5f	Promotion of technician specific activities to address EDI, eg Herschel Programme	TCIL, P&C, T&C	Throughout 2024-26	Technicians attending Herschel Programme and/or other EDI activities	Time	Being an employer of choice linked to SDG 8, Decent work and economic growth, including good governance; Respectful culture EDI - Take down barriers to diversity and inclusion	CD, S	4	1
5g	Promote opportunities for involvement in International Women in Engineering Day and Soapbox Science	TCIL	2024-2026	Technicians involved in these events	Time	Being an employer of choice linked to SDG 8, Decent work and economic growth, including good governance; Respectful culture EDI - Take down barriers to diversity and inclusion	CD, S, V	4	1

Recurring Abbreviations TC = Technician Commitment TCIL = Technician Commitment Institutional Lead TCWG = Technician Commitment Working Group T&D = Talent and Development CSA = Cranfield Student Association CEA = Communivcation & External Affairs DoE = Director of Education APEX = Academic Practice & Educational Excellence P&C = People & Culture RIO = Research & Innovation	*The themes of the Technicians Commitment are: Visibility (V) Recognition (R) Career Development (CD) Sustainability (S) Evaluating Impact	
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**** TALENT Recommendations can be found at**
<https://www.mitalent.ac.uk/CoreCode/Modules/Content/ResourceLibrary/AjaxHandlers/ResourceAccessHandler.aspx/e85f7b36-c487-4f50-8760-6b36d27bf723>

***** MI Joint Statement can be found at**
[8951_UoN_Midlands_Innovation_JointStatement_SinglePage_v2.pdf \(midlandsinnovation.org.uk\)](#)