

## Additional Guidance Notes for Technical Staff Appraisal

Line managers should follow the QMUL [Personal Appraisal and Development \(PAD\) – Operation, Professional and Technical](#) guidance. The guidance notes below are supplemental and specific to technical staff.

Managers of technical staff may wish to mirror the principles of the [Concordat to Support the Career Development of Researchers](#) for technical staff and provide opportunities, structured support, encouragement and time to engage in a minimum of 10 days professional development pro rata per year.

You may also like to refer to the [TechNET](#) webpages which are designed to provide support and information to technical staff.

### 1. [Professional Registration](#)

All technical staff should be made aware of professional registration as a tangible way to grow their professional profile. The Technician Commitment Steering Group may be able to assist with the financial cost of professional registration.

### 2. [Advance HE Fellowship](#)

Associate Fellow (AFHAE) is suitable for teachers and support staff who may not carry out the full range of teaching activities and those who may not be involved in formally assessing students, this includes people in roles supporting teaching and learning such as technicians and demonstrators. HEA Fellow is suitable for technical staff who substantively support teaching and learning.

### 3. *Technical/professional courses*

Good sources of information can be found at:

[HEaTED CPD Hub](#)

[QMUL CPD](#)

### 4. *Contribution to Research (if relevant)*

Discuss recognition and appropriate attribution for enabling, supporting and producing research. For example; [acknowledgement in publications](#) and on posters and presentations.

### 5. *Skills development*

Consider;

- Is there an opportunity to include new responsibility (informal supervision/training of students/colleagues)?
- Are there opportunities to gain experience and develop interpersonal/communication skills e.g., chairing local lab/workshop user group meetings, presenting at staff meetings, committees, conferences, etc?
- Would getting involved in [Technician Commitment](#) work be of interest?
- Would there be interest in volunteering for HR/recruitment panels (grade and training-dependent)

- Continuing Professional Development; Development of 'soft skills' in workshops or online through QMPlus e.g., conflict resolution; active bystander; personal effectiveness; EDI training.
- Relevant [apprenticeships](#)

#### 6. **Personal visibility**

- Is there an opening on a committee?
- Could they deputise for a committee/working group member?
- Is their departmental staff profile up to date?
- If responsible for lab area with online resource, is this also up to date (equipment/people/processes) or could they update it?
- Becoming involved with Technician Commitment work at department level.

#### 7. **Recognition and acknowledgement**

The work someone does from year to year - particularly for technical roles supporting dynamic research and teaching environments – may evolve from the original job description, broadening or narrowing the

scope depending on changing circumstances and needs. Keeping the profile accurate and up to date, for the recognition and understanding of the actual responsibilities executed in the role *and* as a tool to inform strategic decisions with regards to future resourcing, is important. The annual appraisal can be

used as a checkpoint and is as much about capturing how the role has changed, as it is about ensuring that existing responsibilities are being met.

Any significant changes to remit should be discussed, noted, and the job profile updated each year as appropriate.

- Have any new responsibilities been brought into the role?
- Have any previous responsibilities been dropped or otherwise become redundant for the long term/foreseeable future?
- Are you [both] happy with these changes?
- How can the profile be updated to reflect the changes?

#### 8. **Job title**

Technical roles are sometimes given relatively vague titles (Laboratory Technician; Workshop Technician) which may not reflect a professional speciality or area of expertise which the role-holder considers to be key to their professional identity. If the remit of the role has changed significantly, or if it is otherwise felt that the title does not accurately reflect the role, it may be appropriate to discuss a change in title. This can be an easy way to support career planning/progression, professional recognition and personal pride.

Consider amending/appendixing to the job title to give recognition to the post's specific remit, for example;

- Laboratory Technician – Cell & Tissue
- Cell & Tissue Technician
- Lead Cell & Tissue Technician

Where a change to job title is suggested, the line manager should carefully consider whether the title is appropriate and proportionate to the grade/level and specialism. Does the post have formal line management responsibility, or considerable operational responsibility for a well-defined facility? Is it a specialist analytical post? Care should also be taken to ensure that the new title follows institutional convention and discuss the proposed changes with the central HR team.