**Project Specification**

To manage the development of a web space - Research Staff Hub - for research staff and PIs/Managers of researchers at the University, as part of our Concordat Action Plan. Our Concordat response is built around a strategy for improving support and communication for researchers, and creating stronger mechanism for those who support them, we see this ‘Hub’ as a means to do this.

The University signed the Concordat to Support the Career Development of Researchers on 4th February 2020, in recognition of our continued commitment and ongoing support of research staff careers. The University is now required to create a two-year action plan to make clear our proposals and support in this area. One action is the creation of this Research Staff Hub; an online space to showcase and raise awareness of the support available to research staff across the institution, to coordinate all support at School/College and Support Group level, to create opportunities for collaboration between societies, and generally improve communication to this staff group via one single place. RPG agreed this action as part of the phased model for developing research staff support and the initial steps to establish this support at the University

This project will develop the Hub from initial ideas through to a final web space. Creating a resource focused on communication, engagement and coordination. There is a need at the University to ensure that there is consistent and comparable support for all researchers, regardless of what College or School they are based, and a requirement for researchers to become more proactive in their roles and careers. We see the Concordat is mechanism to highlight the need for this to happen, with the Hub as a way to make it happen. The current pandemic also highlights how necessary the development of this Hub is, to ensure that online communication for this staff group is clear and accessible. The Hub will be a mixture of new material and signposting to existing material and support.

The secondee also has the opportunity to connect with the [Evidence-Base research team](https://evidencebase.org.uk/) as an associate. The team is working to promote and execute a systems-based approach to problems of equality, diversity and inclusion in STEM.

This is one project from the SFC COVID-19 spending. All four projects will be based in IAD and will link to and support our Concordat Action Plan. The projects include:

1. Establish the Research Staff Hub (detailed work plan available – includes review website framework, liaise with services for relevant resources, produce website content, create single events calendar, develop communication strategy)
2. Improve redeployment of existing staff (detailed work plan available – includes review of data on research staff usage of talent register, interviews with staff and recruiters, development of best practice guides, training for research staff on profile building and adaptability to new projects, exploration of flexible funding options with research funders)
3. Strengthen support for managers and PIs of research staff through training and online resources (detailed work plan available – includes development of online “Managing Your Research Team” training with focus on EDI and research culture, production of videos and training materials, train the trainer for local College and School HR, delivery of training)
4. Develop careers resources and offer training to mitigate career impacts of COVID-19 (review of impact of COVID on researcher labour market, development of career development and management workshops and supporting learning materials, engagement with employers to identify best practice for researchers planning career transitions)

This project specification focuses on the first project: Establish the Research Staff Hub

The project will involve:

1. Working on a proposed web structure and creation of material, for the Research Staff Hub
2. Identifying all stakeholders and developing a Stakeholders communication plan
3. Writing web content; mixture of creating new webpages and signposting to existing support in Schools/Colleges and Support Services.

In addition to creating the main web structure for the ‘Hub’, the main projects would include:

* **Support around Induction** | Creating a virtual ‘welcome pack’ with links to all induction support around the University, liaising with stakeholders on content and linking to the new People and Money system
* **Attracting new Postdocs** |Information on what to expect as a Postdoc at Edinburgh; institutional policies and practices (HR core systems and policies that apply to postdocs

Research Culture, Research Integrity, EDI, Wellbeing, RSS, etc.)

* **Support for PIs/Managers** | developing a section for managers of researchers around key information and support, career conversations, P&DRs, etc.
* **Information about Committees and University Structures** | Developing a section for all relevant University committees and College structures that could support postdocs in their roles e.g. Postdoc Champions
* **Support for Research Staff Societies (RSS)** | Developing a section and support for RSS’ at the University e.g. Bank of resources for running events, support for booking rooms, finance, etc. Liaising with Societies and School administration
* **Careers Support** |Collate all Research staff careers support available from the IAD, and anything happening at School/College, RSS level

If there were time, we would also consider the following projects:

* **Videos** | Collation of relevant videos from around the University that support Research staff e.g. Research Staff Society Videos, Get Connected Videos, Academic Career Journeys
* **Research Staff Profiles |** liaising with ERO and RSS on creating a format for profiles and a means for them to be updated
* **Events Page** | collation of all University events relevant to Research Staff
* **Flowchart / Roadmap** | of Postdoc lifecycle, highlight what resources to access and when
* **Terms/Acronyms page**
* **Exemplars for activities under the 10 d:ays training recommended in the Concordat**

**Person Specification:**

To manage the development of an online space for Research Staff and PIs/Managers of Researchers at the University, to allow support to be easily accessible, and from one central University space. Awareness of this staff group and the Concordat as a tool to support their career development is important. This role would work closely with Schools/Colleges, and various stakeholders from Support Services, especially Communications and Marketing (CAM) and colleagues in IAD.

**Main responsibilities:**

* Design and develop an online space (Hub) to support and engage the University’s Research Staff population and those in research management roles, involving a mixture of new ideas/content and signposting to existing content. Creating a structure that is intuitive and one that can easily be built on
* Build content in line with Concordat Action Plan and external developments around support for staff in research related roles
* Create stakeholder and communication plans around the new Hub to ensure that people are aware of it and why and how they should use it

**Knowledge/skills and experience needed for the job:**

* Although you don’t have to have personal experience as a researcher, understanding of the research environment, Concordat and opportunities for development available is desirable
* Experience of web development packages is an advantage
* Project management and organisational skills to ensure activities/projects are delivered to a high standard within defined timescale.