

Updated: October 2019  
Approved: October 2019  
Next review: October 2020

## Concordat Steering Group Terms of Reference

### Purpose

- Oversee the implementation and review of the Concordat with appropriate sector representation, including key stakeholder groups
- Ensure that the Concordat, and strategies for communication and implementation, remains relevant to the wider research system
- Publish and regularly update activities in relation to an implementation plan for the Concordat
- Provide a platform to share practice and promote this for the benefit of the research community at the University of Liverpool and its beneficiaries

### Achievement of Purpose

The following relevant areas are to be considered as part of the work schedule of this Group:

- a) To create an agreed plan to progress all key areas of activity as identified in the University's HR Excellence in Research Badge.
- b) To coordinate the implementation of the Concordat to Support the Career Development of Researchers.
- c) To identify emerging priorities in researcher development in support of the Concordat.
- d) To undertake needs analysis towards embedding the principles of the Concordat in research staff development across the University.

The Group should engage with the following:

- The Careers in Research Online Survey (CROS)
- The Principal Investigators and Research Leaders Survey (PIRLS)
- Staff in Institutes/Schools/Faculties and central services who directly/indirectly support researchers

### Reporting Relationships

The Group reports through its Chair to the Research and Impact Committee in terms of alignment with other R&I activities and in relation to planning and resource allocation matters.

### **Frequency of Meetings**

- The Group meets every 6-8 weeks.
- Extraordinary meetings and events outside the above schedule may be called by majority agreement of the Group, and may take different formats as appropriate.

### **Quorum**

The quorum of the Group shall be one quarter of the membership, including at least two postdoctoral representatives.

### **Communication and Record Keeping**

- All representatives will be responsible for ensuring appropriate communication and for circulating action points between the Group and their departments and local levels.
- The University's Leadership, Organisational, Staff and Academic Development Academy (The Academy) is responsible for servicing the Group.

### **Review**

The Terms of Reference and Membership of the Group will be reviewed regularly. The next review to take place in October 2020.

### **Membership**

*Principles to which all members commit:*

- Membership of the Group is for departments that support research staff
- Departments will put forward one named representatives to contribute to the Group. Representatives are not members of the Group in their own right.
- Departments will send, in person, at least one representative to at least one meeting per quarter.
- The expectation is that departments will review and refresh membership each academic year to ensure a broader representation of perspectives of the researcher population.
- In addition to, but not in lieu of, the commitment that each department will send in person at least one representative to at least one meeting per quarter, representatives can join face-to-face meetings by remote means for relevant agenda items, at the Chair's discretion.

*Managing membership:*

- Representatives will have a commitment to, or be leading on, innovative practice in research staff development at strategic or local levels.
- Succession planning for new representatives will be the responsibility of their respective departments.

### **Current Membership**

PVC Research and Impact (Chair)  
APVC (Research Environment & Postgraduate Research)  
Associate PVC for Research and Impact (HLS)  
Associate PVC for Research and Impact (SE)  
Associate PVC for Research and Impact (HSS)  
Director of The Academy  
Head of Researcher Development and Culture  
Research and Impact Manager (HLS)  
Research and Impact Manager (SE)  
Research and Impact Manager (HSS)  
Representative from the RPI Directorate  
Representative from the Athena Swan Group  
Representative from the Technician Commitment  
Representative of Research Institute Heads of Operations  
Head of Research Development & Delivery (HLS)  
Head of HR Business Partnering  
HR Business Partner  
Representative from the Strategic Change Team  
Senior Project Manager for Prosper  
Research Support Lead (Library Services)  
Senior Research Ethics and Research Integrity Officer  
Gender Equality Officer  
Outgoing Co-Chair of the UoL Research Staff Association  
Chair of the UoL Research Staff Association  
Research Staff representative (HLS)  
Research Staff representative (HLS)  
Research Staff representative (SE)  
Research Staff representative (SE)  
Research Staff representative (HSS)  
Research Staff representative (HSS)

Other members may be invited to attend specific meetings at the discretion of the Group