

ETHICAL AND PROFESSIONAL ASPECTS			
Action	Timing (Year / Quarter)	Owner / Area	Indicator(s) / Target(s)
Establish a Postdoctoral Society to enhance postdoctoral researcher collaboration across RCSI and improve their experience as people and as researchers at RCSI.	Q4 2020	HR ORI Postdoctoral Reps	<ul style="list-style-type: none"> Postdoctoral Society endorsed and supported by RCSI Director of Research and Innovation, HR and the Office of Research & Innovation Postdoctoral Society established with a clear Terms of Reference and Governance in place. Launch Postdoctoral Society
Include the delivery of the HR Strategy for Researchers in the next RCSI Strategic Plan.	Q4 2022	HR ORI	<ul style="list-style-type: none"> Inclusion of delivery of HRS4R in the RCSI Strategic Plan
Further develop and support RCSI Postdoc Appreciation Day run by the RCSI's Postdoctoral Society	Q4 2021 (annually)	Postdoc Society HR ORI	<ul style="list-style-type: none"> Expansion of Postdoctoral Society activities to more than one day Enhance the diversity of activities and topics for delivery
Establish a formal structure and robust process to support and enable researcher to undertake systematic reviews.	Q4 2023	Library	<ul style="list-style-type: none"> A clear support structure and process in place Researchers engaging in the supports to enhance project deliverables
Undertake review on RCSI's approach to and potential usage of responsible metrics and implement any identified changes/actions.	Q4 2022	Library IPO ORI	<ul style="list-style-type: none"> Review undertaken with changes/actions identified Implement any changes/actions in line with plan.
Actively contribute and influence the discussion in relation to Open Science through RCSI's participation on the National Open Research Forum.	Q4 2024 (Ongoing)	Library ORI	<ul style="list-style-type: none"> Attend, participate and present RCSI's perspective at the Forum and relevant subcommittees. Implement relevant changes as agreed by the Forum.
Develop and deliver Research Data Management Training for research staff.	Q2 2022	Library ORI	<ul style="list-style-type: none"> Training content developed and delivered to research staff

RECRUITMENT AND SELECTION			
Action	Timing (Year / Quarter)	Owner / Area	Indicator(s) / Target(s)
Develop and deliver interview training for both hiring managers and researchers	Q1 2022	HR	<ul style="list-style-type: none"> • Training content developed and delivered to research staff
Career Development workshop for Researchers as part of Postdoc Appreciation Event	Annually	HR Postdoc Society	<ul style="list-style-type: none"> • Creation of workshop content • Workshop delivery
Research Managers Checklist for new starters	Q4 2021	HR	<ul style="list-style-type: none"> • Adapt existing HR Manager checklist specifically for research managers • Publish research specific checklist on RCSI Staff Portal • Improved new starter survey metrics for incoming research staff • Improved research attendance at HR induction
Automate the PI request for HR support for research recruitment	Q4 2021	HR	<ul style="list-style-type: none"> • Create online form for PIs/hiring managers to request HR support with recruitment • Increased PI engagement with HR regarding recruitment • More standardised approach to recruitment
Recruitment manual for managers (including onboarding and offboarding)	Q2 2022	HR ORI Finance	<ul style="list-style-type: none"> • Develop managers handbook • Publish handbook on Staff Portal
Enhance RCSI Research Reputation through strategic recruitment <ul style="list-style-type: none"> • StAR 2 • Collaborate with RCSI IPO/Comms • Research testimonials on RCSI website 	Q3 2022	HR IPO Comms IT	<ul style="list-style-type: none"> • Create procedure for requesting IPO and Communications support with strategic recruitment • Increase in suitability and strength of candidates through targeted advertising • Reputation enhancement through increased visibility of researchers on RCSI careers website • Launch phase two of RCSI Strategic Academic Recruitment campaign
Align recruitment activities with ongoing Athena Swan and RCSI EDI requirements	Ongoing	HR EDI	<ul style="list-style-type: none"> • Continued HR participation on key EDI fora and committees

			<ul style="list-style-type: none"> • HR to work closely with EDI to ensure continued alignment with key requirements • Implementation of any new initiatives • Monitor recruitment metrics in line with accreditation requirements
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WORKING CONDITIONS			
Action	Timing (Year / Quarter)	Owner / Area	Indicator(s) / Target(s)
Human Resources and the Office of Research & Innovation to undertake a comprehensive audit/review through RCSI's Quality Enhancement Office and implement recommendations accordingly.	Q 4 2021 for review Q4 2024 for implementation (dependent on recommendations)	HR ORI QEO	<ul style="list-style-type: none"> • HR and ORI fully engage with process and complete review. • HR and ORI implement recommendations from review in line with timelines indicated in review.
Support the development and implementation of the RCSI Equality, Diversity and Inclusion (EDI) Strategy 2023 – 2027, including the alignment with the European Commission's Gender Equality Plan by Q4 2022.	Q4 2024	EDI	<ul style="list-style-type: none"> • Strategy developed and launched. • Implementation of actions as defined in the Strategy. • Alignment with the European Commission's Gender Equality Plan
Support the application and implementation of the University and individual Athena SWAN Applications.	Q4 2024	EDI HR IPO Applicant Departments	<ul style="list-style-type: none"> • Strong applications submitted, supported by robust qualitative and quantitative research. • Implementation of actions as defined in the Strategy.
Support the delivery of Infrastructural projects, in particular, "Project Connect" and Connolly which will develop a	Q4 2024	Corporate Strategy Estates ORI	<ul style="list-style-type: none"> • Plans to incorporate the research activities. • Quality space delivered to support world class research.

new building to support the growth of research at RCSI		HR	
Develop supportive staff policies and procedures in line with legislation and best practice, for example, Right to Disconnect Policy and Flexible Working.	Q4 2024 (Ongoing)	HR Policy Consultation Group	<ul style="list-style-type: none"> All HR Policies reviewed annually New policies developed and launched in line with new legislation and developments best practice.
Develop guidance materials for international staff, including FAQ's, Visa signposting etc.	Q2 2022	HR	<ul style="list-style-type: none"> Guidance materials shared with successful international candidates. Guidance materials in place and available on internal portal for existing staff.
Staff to undertake national survey to monitor the experiences of staff in relation to sexual violence and harassment with a view to informing national equality, diversity and inclusion planning processes (April 2021). RCSI to Implement recommendations, as needed.	Q4 2022	All Departments EDI Unit HR	<ul style="list-style-type: none"> Staff offered opportunity to participate in survey and provide feedback. RCSI to review recommendations and implement gaps in line with agreed timelines.
Undertake a research study to better understand the current landscape in terms of bereavement support for staff in RCSI and explore how this support might be improved upon.	Q2 2022	HR Prof Eric Clarke	<ul style="list-style-type: none"> Research study undertaken with finding/recommendations identified. HR to review findings/recommendations and apply enhanced supports where possible.
Develop New Starter and Leaver policy to reflect our current processes and procedures.	Q4 2021	HR	<ul style="list-style-type: none"> New Starter and Leaver policy developed. New policies launched and available on RCSI Portal and shared with staff when appropriate (i.e. at end of contract).
Develop and run policy workshops/briefing sessions on key HR policies, including family	Q4 2021 (Ongoing)	HR	<ul style="list-style-type: none"> Workshop/Briefing sessions developed and made available to all staff.

friendly policies, leave policies, pensions etc.			<ul style="list-style-type: none"> Workshops/Briefing sessions facilitated, providing staff with opportunities to understand the policies and ask questions.
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TRAINING AND DEVELOPMENT			
Action	Timing (Year / Quarter)	Owner / Area	Indicator(s) / Target(s)
Develop a suite of technical training in imaging equipment for researchers	Q2 2022	ORI HR	<ul style="list-style-type: none"> Training developed and rolled out to required research staff.
Explore the options available to provide additional accredited internal courses for researchers	Q3 2022	HR	<ul style="list-style-type: none"> Meetings with SPGS Rollout of accredited courses (if viable)
Work with RCSI's Data Science Centre to make wider range of statistical training and supports available	Q4 2021	HR DSC	<ul style="list-style-type: none"> Range of targeted data science courses scheduled and available to research staff
Support leaders in a hybrid working environment	Q4 2021 (Ongoing)	HR	<ul style="list-style-type: none"> Delivery of training and HR Partner supports to research people leaders as we transition to a hybrid working environment
Work with Postdoctoral Society to understand and support researcher developmental needs	Q4 2024 (Ongoing)	HR PostDoc Reps	<ul style="list-style-type: none"> Regular meetings between HR and PostDoc Reps
Increase number of channels used to communicate training availability to staff	Q4 2024 (Ongoing)	HR ORI	<ul style="list-style-type: none"> Alternative communication channels identified and used
In support of RCSI's ambition to be a 'positive organisation', roll out a positive leaders development programme	Q1 2023	HR CPC	<ul style="list-style-type: none"> Positive Leaders programme developed and delivered.