

Schedule of Actions HRS4R University College Cork Action Plan

	ACTIONS	RESPONSIBILITY	Year 1	Year 2	Year 3	Year 4
1. Ethical and Professional Aspects	Implementation of National Protocols for Research Integrity	Office of VP for Research and Innovation	←	→		
	Establishment of a Working Group on Research Integrity and Research Ethics	Office of VP for Research and Innovation/UEC	↔			
2. Recruitment	Publicise University Employment and Career Management Structure	Principal Investigators and Research Advisor	←	→		
	Review and update recruitment policy as appropriate	HR Director and Research Advisor		↔		
	Provide briefing sessions to train members of selection committees on their responsibilities	HR Staff Welfare and Development	↔	↔	↔	↔
	Monitor recruitment process for research positions and compliance with legislative requirement	HR Central Services	↔	↔	↔	↔
	Review advertisements to ensure compliance with University advertising policy	HR Central Services	←	→		
	Support mobility of researchers through provision of information and resources	HR Central Services	←	→		
	Consider development of Mentoring Programme	PI's/HR Director/Office of VP for Research and Innovation		↔		
3. Working Conditions & Social Security	Promote development of agreement through IUA with HEI's and funders to support research careers	VP for Research and Innovation		←	→	
	Review and modify of research salary policy as appropriate and in line with recommendations nationally	VP for Research and Innovation/HR Director/HR Research Advisor	↔	↔	↔	↔
	Development of Postgraduate Certificate in Research Management	Office VP for Research and Innovation/HR Staff Welfare and Development		↔		
	Publicise role of Staff Ombudsman and research policies and procedures	HR Research Advisor/Central Services	←	→		
	Define process for monitoring probation	HR Director/HR Research Advisor	↔			
	Review and modify PDRS in line with national recommendations	HR Staff Welfare and Development		←	→	
	Promote participation of researchers on College and School Committees	VP for Research and Innovation	↔			
	Discuss allocation of appropriate space and facilitates through Colleges	VP for Research and Innovation/HR Director		←	→	
	Conduct briefing sessions on the University Employment and Career Management Structure	HR Staff Welfare and Development/ HR Research Advisor	↔	↔	↔	↔
	Review and modification of the Researcher Employment and Career Management Framework as appropriate	HR Director/VP for Research and Innovation		↔	↔	↔
4. Training	Provide resources to support researcher career development e.g. online resources, employer led events, HR website, individual careers consultations, conferences	HR Research Advisor/Careers Service	↔	↔	↔	↔
	1:1 careers advisory consultation sessions	HR Research Advisor	↔	↔	↔	↔
	Briefing sessions to train researchers and PIs on career planning process	HR Staff Welfare and Development	↔	↔	↔	↔
	Develop policy for researchers to contribute to teaching	UEC	↔			
	Promote innovation and business through IGNITE Programme	Office of VP for Research and Innovation	←	→		