Terms of Reference

Technician Steering Committee (TSC)

Approved: October 2024

Next review date: September 2025 (or on appointment of Technician Lead)

Contact: Chair, Secretary and technician.network@ed.ac.uk

Purpose

To work towards the Technician Commitment pillars; Visibility, Recognition, Career Development and Sustainability.

- Creating a network of technicians working together to build a supportive and inclusive community.
- Consulting on specific actions within the University's Technician Commitment Action Plan.
- Using working groups to advance specific areas of the Technician Commitment Action Plan.
- Representing technicians' needs and views in senior management forums.
- Raising awareness of the Technician Commitment in schools, centres and departments.

Remit

- Develop strategic objectives related to the University's technical resource and support the Chair in overseeing their implementation and delivery.
- Report to Staff Experience Committee and other fora on matters relating to the University's technicians and technician community.
- Develop and periodically report on the University's Technician Commitment Action Plan.
- Facilitate and agree cross-University technician activity and communications.

Membership

TSC membership should reflect the University's technician community and includes technical staff members from different campuses, in different technical roles, at different career stages, as well as having representatives from key organisational units related to the interests of TSC.

- The following Committee roles to be filled by any technical member of University staff:
  - Chair (currently elected; transfer to *ex officio* on appointment of Technician Lead)
  - Campus coordinators
    - Easter Bush Campus
    - Edinburgh BioQuarter
    - The University Central Area
    - King's Buildings Campus
    - Western General Hospital
  - Digital comms coordinator
  - Technician newsletter coordinator
  - Events coordinator
- 1 representative from human resources
- 1 trade union representative
- 1 libraries representative
- 1 IT representative
- 1 professional services lead representative

Attendees:

- Secretary

TSC retains the right to invite additional observers and other guests to committee meetings and discussions as it sees fit/chooses. This may include: Edinburgh Research Office; Institute for Academic Development; Department of Social Responsibility & Sustainability.

Ways of working

In addition to committee meetings, it is anticipated that the committee will use focused working groups to facilitate development of strategy and delivery of actions and objectives. Such working groups will likely comprise a combination of committee members and non-committee members, including subject matter experts, allies, colleagues from outside the University, etc..

Attendance & Commitment

The TSC will meet once per quarter, typically February, May, August and November, with meetings held at different venues across the University.

Term and appointment: Committee role holders will serve for a period of two consecutive years. This may be extended by up to one year where it is not possible to identify a replacement. The Chair will invite expressions of interest for any vacant roles, advertising these to the wider University technician community. In the case of receiving more candidates than roles available, the Chair will arrange an election with each member having one vote. Committee "representative" membership (IT, trade union, etc.) is more enduring and may change with the agreement of the Chair.

Quorum: A simple majority of the current membership. If a quorum is not present within half an hour from the time of the appointed meeting, the Chair may adjourn the meeting to an alternate day and time. Where required, decisions taken by the Committee must be approved by a majority of members present and voting. In the case of equality in voting, the Chair may use their casting vote. Non-members (attendees and guests) do not have a vote but can provide advice and information to those who do.

Communications & reporting

- Reports will be provided to other committees (below) as requested.
- Information about the TSC and its activities will be shared via the website and SharePoint.
- Campus coordinators will be responsible for representing the interests of the technicians from their campuses and will be expected to report to the Committee on local issues and local successes. They are the main conduit of information from the Committee to their campus.

Ex officio **reporting to other committees:**

- Staff Experience Committee member (TSC Chair)
- Research Cultures Delivery Group member (TSC Chair)
- Sustainable Labs Steering Group member (previously TCAPC)
- TSC Chair will be invited annually to present a report to Research Strategy Group

Review

The terms of reference, including meeting frequency and membership/structure should be reviewed annually or more frequently, as determined by the Chair.

Appendix: role descriptors

Campus coordinator

Campus coordinators are the main conduit of information from the Committee to their campus. They will:

- Represent the interests of the technicians from their campus
- Report to the TSC on local issues and successes
- Coordinate and support local/campus technician networking events
- Additionally, they may provide support with communications (e.g., SharePoint, socials)

Digital comms coordinator

This is the main communications role for the Committee and has overall responsibility for:

- Social media accounts (e.g., LinkedIn, X, Instagram)
- Webpages
- Technically Edinburgh podcast
- Supporting campus coordinators and events coordinator with event communications

Events coordinator

The events coordinator is responsible for supporting delivery of a range of events to the technician community. This will involve:

- Leading overall coordination of University-wide events (e.g., Technician Week)
- Booking rooms, catering and other event-related items (may involve PaM)
- Arranging booking for events (e.g., MyEd Event Booking, EventBrite)
- Supporting campus coordinators in organising networking events

Newsletter coordinator

The newsletter coordinator is responsible for delivery of a regular (every 2-3 months) newsletter, which is the main channel of communication with the technician community. This will involve:

- Collating content for inclusion in the newsletter
- Using the DotDigital email campaign system for design and distribution
- Using the DotDigital campaign report on newsletter to inform future content
- Additionally, they may provide support with communications (e.g., website, SharePoint)

Secretary

The Secretary plays a critical role in supporting the Committee. The role includes:

- Assisting with meeting planning and organisation (4 * 1.5h meetings per year)
- Preparing meeting agendas and minuting meetings (requiring attendance at TSC meetings)
- Provide support to working groups
- Additionally, they may provide support with communications (e.g., website, SharePoint)