

## **The Principal Investigator's responsibilities under the Concordat**

All Principal Investigators with responsibility for staff have the responsibility to ensure full compliance with the Concordat to Support the Career Development of Researchers. These responsibilities include:

- Ø Ensuring a detailed understanding of the requirements of Principal Investigators as Research Managers
- Ø Familiarity and compliance with key University HR policies and procedures
- Ø Attendance at appropriate training and development events, including compulsory HR and diversity modules supporting Principal Investigators' responsibilities under the Concordat
- Ø Ensuring fair and rigorous processes for the recruitment, selection and retention of research staff
- Ø Planning and conducting comprehensive local induction for all new researchers
- Ø Carrying out annual Performance and Development Reviews (PDRs) with all research staff under their management, ensuring that all new researchers receive a PDR within their first five months of employment
- Ø Encouraging all research staff under their management to undertake career development and CPD activities from an early stage in their employment
- Ø Providing opportunities for researchers to develop within the project, and encouraging researchers to attend development events and opportunities (Note: University policy permits at least six days per annum for development activities)
- Ø Enabling research staff to acquire and practise key development skills
- Ø Providing researchers with honest feedback and advice on their career development and management, referring them where appropriate to more specialist sources of support/advice
- Ø Engaging in mentoring activities
- Ø Providing appropriate direction and performance management to researchers, seeking advice from HR where necessary
- Ø Managing resources to endeavour to ensure greater security of employment for researchers by highlighting critical dates, identifying potential alternative roles for researchers as they near the end of their projects, making timely funding bids; and keeping staff informed of progress at all times.