

staffupdate

Exclusively for staff at The University of Manchester

STAFF SURVEY 2013 LAUNCHES



Dear colleague

I've often said that I believe our staff are the key factor in our success.

If we are to meet our ambitious Manchester 2020 goals, we need to ensure that our University is a place where staff feel encouraged, valued and motivated.

The main way we can measure this is by asking you for your feedback about your experience of working here, and then act on your views.

The Staff Survey 2013 is an opportunity for you to give your feedback, so I would urge you to play your part by completing the survey.

My senior colleagues and I are committed to communicating the results of the Staff Survey 2013, and to monitoring progress against the action plans that will be generated from the findings.

It only takes 15 minutes to fill in the survey, so please take this opportunity to let us hear, and act on, your views.

Professor Nancy Rothwell
President and Vice-Chancellor

MANCHESTER 1824
The University of Manchester

I AM NOT STRESSED

AGREE
 TEND TO AGREE
 TEND TO DISAGREE
 DISAGREE

YOUR VOICE
OUR MANCHESTER

STAFF SURVEY 2013
11 MARCH – 19 APRIL

STAFF SURVEY 2013 AT A GLANCE

- The Staff Survey runs between 11 March and 19 April
- Around 9,600 staff are taking part
- It takes around 15 minutes to complete
- The survey is being administered by an external company, Capita
- Information you supply is confidential and anonymous – you cannot be linked to your responses
- It includes questions from the Stress Survey
- The findings will be published in June 2013
- Action plans at a University, Faculty and PSS level will be published
- Progress will be monitored by the Staff Survey Steering Group, led by Professor Martin Humphries, Vice-President and Dean of the Faculty of Life Sciences

YOUR VOICE

OUR MANCHESTER

HOW TO TAKE PART

Most of us will be completing the Staff Survey online, so this is what you need to do to make your views count:

- On 11 March, you will receive an email from Capita which will come from:
Surveys, Staff
with the subject line
University of Manchester Staff Survey
- Open the email and you'll find a weblink to the survey and a password which is unique to you, and which you'll need to use to access the survey.
- The survey is straightforward to fill in, with most questions requiring a tick box response. There are also opportunities for you to give written comments relating to some questions.
- Submit your completed survey
- You will **not** receive a confirmation or receipt from Capita

WHAT IF I'M NOT ON EMAIL?

If you don't have access to a PC or email at work, you'll receive a paper version to complete.

Once you've completed your survey, put it in the pre-paid envelope and return it to Capita.

WIN AN iPad!

At the end of the survey, you have the chance to be entered into a prize draw to win an iPad. Winners will be chosen at random by Capita.

You'll also be able to select which charity you want the University to send a £1 donation to, on your behalf.

NEED HELP?

Send questions before the survey goes live on 11 March to: staffsurvey@manchester.ac.uk

If you have any queries about completing the survey between 11 March and 19 April, contact the Capita helpline on 0800 587 3115.

For further information visit:
www.staffnet.manchester.ac.uk/staff-survey

PRESIDENT'S UPDATE

Each month in Staff Update we publish a summary of the President's weekly message, for members of staff who don't have access to email or the internet at work.

17 January 2013

The President reported that applications to UCAS for home/EU students wanting to start undergraduate study in 2013 were higher than last year. However, again there was variation across subjects and the critical issue was how many of these applicants would qualify for an offer, and how many would then accept this.

24 January 2013

At General Assembly, the President gave an update on progress against targets over the previous six months, highlighted current opportunities and challenges, described the key goals in our strategic plan Manchester2020 and then showed some of our highlights and successes.

31 January 2013

The President announced that the University had been awarded the Regius Professor of



Physics, one of twelve new Regius professorships to mark the Queen's Diamond Jubilee. It will be held in perpetuity and the first holder will be Professor Andre Geim.

7 February 2013

Following a 'research showcase' event at the Houses of Parliament with Oxford, Cambridge, University College London and Imperial College, the President attended a dinner with the Vice-Chancellors of the other four universities, Dr Vince Cable (Secretary of State for Business, Innovation and Skills) and Sir John Beddington (Government Chief Scientific Advisor).

AUTO-ENROLMENT PENSIONS ARE HERE

On 1 March, the University began to assess its workers for auto-enrolment pensions and will be enrolling all eligible staff into a pension scheme.

You've probably seen the recent TV ads about the introduction of workplace pensions. After the March payroll, HR will be writing to all members of staff to explain what action, if any, they have taken to auto-enrol you into a workplace pension.

Most of you won't be affected as you are already enrolled in one of the following pension schemes:

- USS - for academic and academic related staff;
- UMSS - for support staff;
- NHSPS - for some staff who have previously worked in the NHS;
- GMPF - for members of staff on technical or manual grades who formerly worked at UMIST.

If you are not already in a pension scheme, one of the following will happen:

- 1 If your contract gives you entitlement to membership and you are an Eligible Jobholder, you will be enrolled into USS or UMSS on 1 March and pension contributions of 6.5% of your earnings will be deducted.
- 2 If you are not entitled to join USS or UMSS, you will be assessed under the auto-enrolment criteria. If you are an Eligible Jobholder, you will be enrolled into NEST, our auto-enrolment pension provider.
- 3 If you are not an Eligible Jobholder on 1 March, you will continue to be assessed and, if you become an Eligible Jobholder at a later date, you will then be auto-enrolled into the appropriate pension scheme.

An Eligible Jobholder is a worker aged between 22 years and state pension age and earning £675 or more in the month of assessment in the current tax year (£786 for 2013/14).

Once you are auto-enrolled, you may opt-out by completing the relevant form on your pension scheme website:

www.umss.co.uk or www.uss.co.uk

Auto-enrolment regulations prevent an employer from accepting an opt-out form before a worker has been enrolled into a scheme.

For more information on UMSS, USS and auto-enrolment, see the Pensions website on StaffNet:

www.staffnet.manchester.ac.uk/employment/pensions

SOCIAL RESPONSIBILITY CONSULTATION OPEN MEETINGS

A series of open meetings for staff in March will follow up the online consultation on social responsibility.

- 6 March 2013, 3–4pm, University Place 5.210
- 18 March 2013, 1–2pm, University Place 6.206
- 19 March 2013, 12–1pm, University Place 6.212

There's no need to book – just turn up.

My View

Employee Self Service

CHANGE YOUR BANK DETAILS ONLINE WITH MYVIEW

From March you will be able to edit your bank details securely on MyView, instead of having to visit the payroll office to update them.

Simply log on to MyView, using the 'Online Payslip' link on the StaffNet homepage, click on 'My Details' and follow the instructions. If you do update any details, make sure that you click 'submit' to save your changes.

For further information about MyView, including system security, visit:

www.staffnet.manchester.ac.uk/employment/myview

Remember that from this year your P60s will be available via MyView and will not be posted to you. Staff will be informed when the P60s become available.

BE A PART OF MY MANCHESTER FOR STAFF

Members of staff and postgraduate research students are invited to join a pilot group of users to evaluate an early version of My Manchester for staff.

The Manchester Working Environment (MWE) programme is currently working to deliver My Manchester for staff - an online, seamless and personalised working experience, tailored around your day to day operations.

My Manchester for staff will offer a single entry point to all of the applications, tools and resources that you use, along with improved support for collaborative working – ultimately replacing StaffNet and Staff Portal.

The My Manchester for staff pilot offers you a chance to view an early version of what the final version may deliver in terms of look, feel, navigation and general usability. You'll be asked for your thoughts and feedback while you're part of the pilot.

You'll also be able to view and comment on other pilot users feedback and there will be the chance to get involved in focus groups, online polls and surveys.

To take part in the My Manchester for staff pilot, register online by 15 March:

<http://tinyurl.com/adv7ga4>



CHRISTMAS SWITCH-OFF SAVES £30,000

By switching off electrical equipment over the Christmas period, we reduced our daily electricity consumption on the main campus by around 12%* and saved £30,000.

The Estates and Facilities Energy team has calculated that, if we all switched off as much equipment before going home each weekend, we could achieve an annual saving of around £250,000.

Just follow these easy steps:

www.sustainability.manchester.ac.uk/campus/energy/SWITCHOFF

If you are not sure about what you can switch off, ask the Environmental Sustainability team:

email luminita.tuchel@manchester.ac.uk or ES@manchester.ac.uk

or

Visit www.sustainability.manchester.ac.uk

* Compared to the average of weekends before/after.



RUNNING FOR REENA

Members of staff at Manchester University Press will be running the Manchester 10K on 26 May in memory of their colleague Reena Jugnarain.

Reena, who was Managing Production Editor at MUP, lost her battle with cancer in November 2012. She was 33 years old and had just become engaged.

Her colleagues are running to raise money for The Christie and Cancer Research UK and they'd really appreciate your help in reaching their target of £5,000.

You can find more information on their team page:

www.justgiving.com/teams/MUP10k

WELLBEING WEEK 2013

Try out new ways of improving your mental and physical wellbeing while having fun and meeting new people.

This year's Wellbeing Week runs from 11 to 15 March, with additional related events taking place during the period 6-20 March. You can take your pick from workshops, events and discussions or seminars which are in turn active, informative, interactive or educational.

Alongside the old favourites - exercise classes, meditation sessions and MOT health checks - there'll be new highlights for 2013, including sitting volleyball taster, hypnotherapy taster, demonstrations by the Greater Manchester Fire and Rescue Service, a lecture on women scientists from Manchester's history and another opportunity to abseil down the side of University Place.



Wellbeing Week will also highlight the ongoing services which the University offers to staff and students.

All the activities are free.

View the Wellbeing Week timetable and book online at:

www.sport.manchester.ac.uk/wellbeing

INTERNATIONAL WOMEN'S DAY

It's International Women's Day on Friday, 8 March and the University will be marking the day with a range of events for female staff and students. Find out more at:

www.staffnet.manchester.ac.uk/services/equality-and-diversity

GIVE A FAMILY A CRACKING EASTER

Wood Street Mission, the charity which helps families in need, has launched its Easter appeal, which aims to give each child a couple of Easter eggs and each family a food hamper.

The Mission needs a mixture of large and small Easter eggs – and non-perishable foods with expiry dates after 30 April 2013.

Please hand in your donations at the Sackville Street Building Stores on Granby Row by Friday, 15 March.

Staff groups can arrange for their donations to be collected by contacting Muriel Shingler at muriel.shingler@manchester.ac.uk or 0161 306 2523.



ASK THE EXPERT ABOUT - GARDENING

Welcome to Ask the Expert, in which experts from around the University answer your questions.

This month, colleagues from the Environmental Services landscape team provide advice on gardening.

When I purchased my house, the garden was overgrown and subsequent mowing has left the lawn looking dead and patchy. I'm also expecting to find a completely bald patch under a dismantled shed in the middle of the lawn. I'd like to create a lush, even lawn quickly and at minimum cost, using cat-friendly products. Would it be simpler to relay it?

Unfortunately, the words "minimum cost" and "lush lawn" should not be used in the same sentence! However, we suggest that you rake off any dead grass, twigs etc in spring and then fork the ground (if it's not a large area). Overseed the area, "dress" it with a soil/sand mix and brush this into the fork holes. When the seed germinates, use a high cut on the lawnmower, gradually reducing the height as the season progresses. When the threat of frost is minimal, apply a proprietary fertiliser and, once the sward is established, use a "weed and feed" product. Water the lawn during any prolonged dry spells.

When is the best time to plant dahlias and what are the best soil conditions for the tuber? I'm moving into a new house with just a lawn and dahlias will bring an assortment of colour to the garden.

Dahlias are normally planted in late May or early June. Choose a spot that will get at least a few hours of sunshine. Dahlias relish good loam and a well drained area. Use a good multi-purpose compost at the planting stage. When planting dahlias, place the crown of the tuber 7.5 cm below the surface and space tubers 30-90 cms apart, depending on the variety. Border dahlias will require staking with dahlia stakes or a strong cane, as strong winds can be a problem. Water every few days if there is no rainfall.

When the first frost blackens the foliage, cut off the stems about 15 cm above the ground, fork out tubers, discard surplus soil and stand tubers upside down for about a week. Then place them in a bed of peat in a box and cover the roots but NOT the crown. Store in a cool, frost-free place until planting time.

Watch out for more gardening questions and answers next month!

JUST THE JOB

Louise Sethi

Careers Consultant, Careers and Employability Division

Louise joined the Careers and Employability Division nine years ago following a career change: she was previously the northern manager of the Independent Television Commission.

Working as a careers consultant allows her to draw on this experience which sits well with the knowledge she's gained from a Masters in careers guidance, PGCE in further and higher education and training in psychometric testing.

She says: "I mainly give advice to Humanities students and this spans a wide area, from law and management consultancy to creative industries."

She adds: "Students are often surprised at the range of work we do that can make a huge difference to their careers. The best starting point is the Careers Service website. Students increasingly come to us earlier in their studies because they are conscious of how competitive the jobs market is."

Louise has recently been working on some bespoke sessions with academics from the School of Arts, Languages and Cultures.

She says: "This is definitely an area that will expand in the future as academic colleagues become more involved in the employability of their students."

"We offer a range of support, from skills-related sessions, which can be incorporated into study modules, to events that introduce students to different types of graduate employment. We're always thinking of new ways to engage with both students and academics."

Louise also produces the Manchester Careers Guide, which showcases opportunities and is crammed full of tips from finding work experience and jobs to writing effective applications.

It features profiles of recent graduates and, for Louise, one of the most satisfying things is when a former student gets back in touch.

She says: "It's great to hear from them. A recent graduate, who's now working in television, has just sent me a link to a short film he's produced. It really is a privilege to help someone at an important crossroads in their life."

She and her colleague, Anna Lomas, run the Media Club, and organise workshops and presentations from professionals working in the industry.



"We've just hosted a session with a leading advertising agency and enjoy excellent links with the BBC. We regularly use social media to engage with students with dedicated blogs, Twitter accounts and Facebook pages for posting opportunities in the media that might otherwise be hard to find."

Louise is part of a large team and says there is a strong sense of teamwork within the Division. "It's an extremely dynamic environment with a 'can do' attitude that makes it a special and rewarding place to work."

The nature of her role means there are always projects and new initiatives to work on. She's currently adapting and developing a Career Management Skills credit-bearing module.

She adds: "I'm looking forward to working even more with the School of Arts, Languages and Cultures to improve student employability."

Louise, along with colleagues, promotes the value of volunteering. The Careers and Employability Division are looking for nominations for the Social Responsibility and Volunteer of the Year Awards 2013.

There are awards in three categories, for staff, students and alumni. To find out more, go to:

www.careers.manchester.ac.uk/volunteeroftheyear

CONTACT US

If you have any news or story ideas, you can contact us via: uninews@manchester.ac.uk or 275 2112.

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www.staffnet.manchester.ac.uk/unilife

www.staffnet.manchester.ac.uk/staffupdate

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