

MAY 2014

DISCUSSION POINT: PERFORMANCE AND DEVELOPMENT REVIEW (P&DR)

As you know, it's my expectation that every member of PSS staff has a P&DR going forward, as they provide a valuable opportunity for staff to monitor progress, agree objectives and identify development needs. We are about to enter the period of May-July when most PSS P&DRs need to take place. To find out more about the current P&DR process and your role in it, see the guidance available on StaffNet at: www.staffnet.manchester.ac.uk/pdr-academic-related and www.staffnet.manchester.ac.uk/pdr-support-staff

Responses from the PSS to the Staff Survey suggested that 70% of staff had taken part in a P&DR in the past 12 months; 85% felt that clear objectives were set and 83% said that personal training objectives were agreed. 73% said that their P&DR was useful. P&DR is one of the University-level Staff Survey themes and a group led by Professor Martin Humphries and Karen Heaton (Director of Human Resources) is developing a new P&DR process as a result of feedback from the Staff Survey.

This group would be interested to hear your feedback on how P&DR could be improved in your area. Your feedback will be passed to Kenny Nolan, Deputy Director of Estates, who is the PSS representative on this group.

WASTE AND INEFFICIENCY FEEDBACK

A number of interesting ideas emerged from the discussion point on Improving Efficiency and Identifying Waste in March's CoreMunicate. A few common themes emerged:

- Widespread support for using less paper and introducing more online processes
- Environmental Sustainability: energy saving initiatives, travel, recycling etc.
- More help and support to better use IT systems
- Improved management of meetings
- Standardisation of processes and Shared Services

Some of the specific proposals raised are already being implemented but there were some interesting ideas which will be considered by the relevant PSS Directorates. A detailed response will be provided in due course and where possible, responses to individual suggestions will be forwarded to the appropriate parts of the PSS.

JAMIE WINS APPRENTICE OF THE YEAR

Jamie Scott, who is a Chef at Eats Restaurant in University Place, has been named 'Apprentice of the Year' by Trafford College. Jamie joined the University in November 2012 via The Works, which helps local jobseekers to improve their skills and find employment opportunities.

Jamie is busy completing both his apprenticeship and his NVQ Level Two Diploma in Catering. So far over 1,000 local people have been helped into work by The Works, which helped Jamie to find work at the University after a serious car accident left him unable to continue his career as a scaffolder.

Steve Grant, Assistant Director of Human Resources, who was instrumental in setting up The Works, has been appointed to the role of Apprentice Ambassador by the Skills Funding Agency in recognition of the work the University is doing to promote apprenticeships.

NOMINATIONS FOR EXTERNAL AWARDS AND PRIZES

Success and shortlisting in externally-organised awards and prizes provides a great opportunity to celebrate the good work being done by colleagues and gives a valuable boost for the University's brand and reputation.

The PSS has enjoyed significant success in external awards recently and to help ensure that all future award entries are put together in a professional and co-ordinated way, a set of guidelines has been created and can be found at:

www.staffnet.manchester.ac.uk/news/award-guidelines

The closing date for The Times Higher Education Awards 2014 is 1 June 2014 and if your area would you'd like to submit an entry in any of the 18 categories, you should submit a proposal or draft entry to your Director by no later than Friday 16 May, so that the President and/or SLT can decide if your entry can go forward. Further details of the Times Higher Education Awards 2014 can be found at <http://www.the-awards.co.uk/>

PSS, LIBRARY AND CULTURAL INSTITUTIONS' DISTINGUISHED ACHIEVEMENT AWARDS WINNERS

The 2014 winners have been announced and more details about them and their achievements will be available in July. Congratulations to the winners who are:

Small team winner:

Student Support and Guidance Office, School of Arts, Languages and Cultures, Faculty of Humanities

Large Team Winner:

Research Excellence Framework Administration Team (drawn from across the University)

Individual Winners:

Karen Badat, Senior International Officer, Student Recruitment and International Development Division, Directorate of the Student Experience.

Mike Hughes, Laboratory Technician, School of Chemistry.

Rosie Jones, Learning Commons Development Manager, The University of Manchester Library.

LAUNCH OF 'MY MANCHESTER'

'My Manchester' for staff was launched on Wednesday, 9 April which you can access via my.manchester.ac.uk

It takes all the previous Staff Portal information and combines it with some new tools, along with news feeds from StaffNet. New features include an enhanced search box, the ability to modify your details at 'My Profile' and a more comprehensive A-Z list of services. For Handy Guides to using 'My Manchester', visit

www.itservices.manchester.ac.uk/projects/mwe

UNIVERSITY HOSTS FIRST NATIONAL CONFERENCE OF THE UK'S DISABLED WORKFORCE

The event called "What are we hiding?" takes place on 6 June 2014 and is being organised by the University's Disabled Staff Network. The event aims to combat the prejudices faced by disabled people in the world of work and recognise the particular difficulties faced by people with non-visible disabilities or health conditions. Feedback from the Staff Survey showed that more staff wanted better information about disability in the workplace issues, so if you'd like to attend visit: <https://meeting.co.uk/confercare/DSNConference2014/>

THE ATRIUM GETS OFF TO A SUCCESSFUL START

The Atrium which opened in September 2013, houses several key services for students including the Careers Service, the International Programmes (Study Abroad) Office and the new Information, Advice and Guidance Service. Evaluation suggests that the first eight months have been successful with on average 2,000 visits each week and some services seeing an increase in take up of more than 200%. Small group tours of The Atrium can be arranged by emailing: atriumadvice@manchester.ac.uk

PROFESSIONAL REGISTRATION FOR TECHNICIANS

The competency of our technical staff can impact significantly on our University's reputation both in teaching and research. The Staff Training and Development Unit is currently working with managers of technical staff to encourage the take up of a professional registration scheme for technicians. Registration is attained by demonstrating knowledge and skills and committing to continuing professional development and is delivered by professional bodies licensed by the Science Council. If you're a technician, or manage technicians, and would like to find out more contact Sally Shelmerdine in the Staff Training and Development Unit at s.shelmerdine@manchester.ac.uk

Will Spinks

Registrar, Secretary and Chief Operating Officer