

Staff Survey 2015: Action Plan Template

Name of: Faculty / School / Directorate / Organisational Unit: Faculty of Humanities-Faculty level action plan

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Notes:

- Your plan should record those actions which respond directly to local findings, it should list **no more than 3-5 achievable actions overall**
- You may wish to include items from your Staff Survey 2013 outcomes which are still relevant and in progress
- Further advice on action planning is available in the supporting document: Staff Survey 2015: Manager's Guidance for Action Planning

Please record your principal actions points	Person Responsible	Timescale	Progress and Evaluation Include dates of meetings in progress, reports and details of how staff are engaged in the process	Action Completed	Notes
1. Change Management					
Summary feedback from survey:	<ul style="list-style-type: none"> ➤ 17% do not feel more could be done to help staff prepare for and cope with change ➤ 50% (41% for academics) say they are consulted about changes that affect their team/School ➤ 46% (38% for academics) believe change within the University is managed well ➤ 56% (48% for academics) have seen some positive changes in the last 12 months ➤ 56% (43% for academics) believe positive action will be taken as a result of the survey 				
Action/description of planned activity:					
<ul style="list-style-type: none"> • Review and re-launch the change management toolkit introduced in 	Head of Faculty HR	December 2015			

response to the 2013 survey.					
<ul style="list-style-type: none"> Focus groups to be conducted at Faculty level to understand the reasons for staff responses as outlined in summary feedback above. 	Head of Faculty HR	By December 2015			
<ul style="list-style-type: none"> Further evaluate and review the content of Step into Leadership course content relating to change management. 	Head of Faculty HR	By June 2016			
2. Workload and work-life balance					
Summary feedback from survey:	<ul style="list-style-type: none"> ➤ 61% (47% for academics) say their immediate line manager helps them find a good work-life balance ➤ 40% (51% for academics) say they unable to handle all the conflicting demands on their time at work ➤ 57% (46% for academics) say they are able to take regular breaks on most days ➤ 61% (45% for academics) say they have a good work-life balance ➤ 74% (87% for academics) feel they have had to put in a lot of extra time over the last 12 months to meet the demands of their workload 				
Action/description of planned activity:					
<ul style="list-style-type: none"> Focus groups to be conducted at Faculty level to understand the reasons for staff responses as outlined in summary feedback above, particularly in 	Head of Faculty HR	By December 2015			

relation to academic colleagues.					
<ul style="list-style-type: none"> Take measures to publicise to staff the support available to them in the University. 	Head of Faculty HR	By December 2015			
3. Communication					
Summary feedback from survey:	<ul style="list-style-type: none"> ➤ 46% (35% for academics) believe there are effective channels for them to feed their views upwards in the University ➤ 61% (55% for academics) believe communications between teams/sections are effective ➤ 55% (45% for academics) believe that, on the whole, communication in the University is effective 				
Action/description of planned activity:					
<ul style="list-style-type: none"> Focus groups to be conducted at Faculty level to understand the reason for staff views about effectiveness of communication channels and process. 	Head of Faculty HR/Head of Faculty Communications and Marketing	By December 2015			
4. Teaching staff and teaching facilities					
Summary feedback from survey:	<ul style="list-style-type: none"> ➤ 67% (49% for academics) believe teaching staff are valued as part of the University community ➤ 73% (66% for academics) believe facilities for teaching students are good 				
Action/description of planned activity:					
<ul style="list-style-type: none"> Review existing Estates 	Head of Faculty	December			

Action Plan and check that staff have been made aware of work completed and in progress.	Estates	2015			
<ul style="list-style-type: none"> Focus groups to be conducted at Faculty level to understand: (i) the reasons so many academic staff do not believe teaching staff are valued (ii) the precise factors contributing to the views on teaching facilities. 	Head of Faculty HR/AD for Teaching, Learning & Students/Head of Faculty Estates	December 2015			
<ul style="list-style-type: none"> Implementation of new teaching and scholarship promotion criteria. 	Head of Faculty HR	Tbc- depending on when agreed at University level			
<ul style="list-style-type: none"> Review measures and initiatives taken to celebrate success and achievements in teaching. 	AD for Teaching, Learning & Students	December 2015			