

STAFF SURVEY ACTION PLAN 2015

Faculty of Engineering & Physical Sciences

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Please record your principal actions points (3-5 actions overall)	Person Responsible	Timescale	Progress and Evaluation Include dates of meetings in progress, reports and details of how staff are engaged in the process	Action Complete	Notes
1. Communicating with staff and Managing Change					
Summary feedback from survey:	Staff across the Faculty felt that communication within and between the Schools, Faculty and the University could be more effective. Within the Faculty, staff would like to be more informed about the developments taking place and it was perceived that this would help them to prepare for and cope with change. Staff would also like there to be more consultation and information about change which affects them.				
Action/description of planned activity:					
<ul style="list-style-type: none"> Faculty's Communication team to audit current communications, liaise with senior managers and stakeholders to review and improve existing channels and consider increased focus on staff campaigns in addition to broadcast 	DoFO	December 2015			There is a suggestion that academic groups are more likely to hear and read about news through their research group meetings and seminars than general newsletters. Work will be undertaken to find out whether this is the case and, if so, to

communication to increase engagement					consider how we can communicate more effectively to reach all occupational groups.
<ul style="list-style-type: none"> Faculty and central communications and marketing teams will implement the University's 3 year marketing and communications plan which aims to improve the flow between Faculties and central services in order to improve communications across the University 	DoFO	July 2016			
<ul style="list-style-type: none"> Continue to consult staff and keep them informed about change which affects them, for example the Manchester Engineering Campus Development 	DoFO	Ongoing			
<ul style="list-style-type: none"> In local areas involve all staff e.g. at Away Day to look at communication at all levels and encourage discussion and sharing of best practice 	HoS	Ongoing			
<ul style="list-style-type: none"> The VP & Dean to visit Schools instead of holding Faculty-wide Open Meetings 	VP & Dean	May 2016			
2. Job Satisfaction and My Manager					
Summary feedback from survey:	A high number of staff, particularly "Academic & Teaching" indicated that senior managers should promote better work-				

	life balance in the Faculty and manage poor performance more effectively.				
Action/description of planned activity:					
<ul style="list-style-type: none"> Schools to review their workload allocation models to ensure duties between academic staff are allocated fairly 	HoS	December 2015			
<ul style="list-style-type: none"> Schools to review their teaching and assessment load and, where possible, reduce it by introducing alternative teaching methods such as online modules 	HoS	October 2015			
<ul style="list-style-type: none"> The Faculty is developing NAP-style Professional Development training sessions for existing Academic and Teaching staff to update skills/knowledge & ensure they are equipped to deliver high quality teaching, utilising latest teaching methods and possessing effective time management skills 	ADT&L	June 2016			
3. Performance Development					
Summary feedback from survey:	The proportion of staff having had a P&DR or probation review within the last 12 months continues to be poor, particularly within certain parts of the PSS and research groups.				
Action/description of planned activity:					
<ul style="list-style-type: none"> To introduce an end date of 31 July each year by when P&DRs have 	DoFO HoSA	Deadline introduced			

been carried out for all staff		in July 2015			
<ul style="list-style-type: none"> SLT to promote and encourage staff to undertake P&DRs and promote the benefits e.g. in School Away Days, monthly meetings, etc. 	VP & Dean DoFO HoS HoSA	July 2016			
<ul style="list-style-type: none"> Line managers should have attended the Performance and Development Reviewer Training session (run by STDU) and be familiar with the Performance and Development Review Procedure and Guidance Notes 	DoFO HoS HoSA	April 2016			
<ul style="list-style-type: none"> Link training needs analysis to P&DRs for each member of staff 	DoFO HoS, HoSA	July 2016			
4. Rewarding Exceptional Performance					
Summary feedback from survey:	A relatively high percentage of PSS staff (49%) felt that the University does not act fairly with regard to rewarding exceptional performance. Opportunities to progress were perceived to be low and much poorer than those for Academic and Teaching staff. This can have a significant demotivating effect and knock-on effect in teams where PSS and Academic staff work closely together.				
Action/description of planned activity:					
<ul style="list-style-type: none"> Review the process by which PSS staff in particular can be rewarded for excellent performance 	HoFHR	February 2016			
<ul style="list-style-type: none"> Ensure that the current processes 	HoFHR	February			

and procedures to reward PSS staff are used as positively as possible		2016			
5. Staff Wellbeing and Dignity at Work					
Summary feedback from survey:	5% of EPS staff state they are currently being harassed or bullied at work whilst 8% believe they have been discriminated against in the last 12 months (the same as the overall University averages).				
Action/description of planned activity:					
<ul style="list-style-type: none"> Foster a more open environment with a zero tolerance to unacceptable behavior as per the <i>We Get It</i> campaign. This would involve robust policies, strong leadership, training and support and reporting mechanisms in place for staff 	VP & Dean DoFO	Ongoing			<p>To work closely with the University's Equality & Diversity Team. Action taken at the University level will be confirmed in due course but is likely to include:</p> <ul style="list-style-type: none"> - Bring in an external colleague to whom staff can disclose information on bullying and/or harassment - Online reporting
<ul style="list-style-type: none"> Investigate the incidents where possible and identify what could be done to minimise incidents in the future 	HoFHR	Ongoing			
<ul style="list-style-type: none"> Identify training courses to suit senior managers and those without line management responsibilities 	HoFHR	December 2015			