

# StaffUpdate

Exclusively for staff at The University of Manchester

## THE UNIVERSITY OF MANCHESTER FORUMS

**An online forum that allows University staff to share ideas on teaching and learning has been expanded to include a wider range of discussion topics.**

The University of Manchester Forums were launched by the Teaching and Learning Support Office (TLSO) in 2007, to support teaching and learning enhancement activities across the University.

They have enabled users to take part in online discussions or to post their own documents and examples of good practice in a number of different areas.

And now they have been enhanced with the inclusion of more discussion topics, including policy consultations and a range of activities related to the Review of Teaching and Learning and the Student Experience.

The Forums will also enable staff to access additional information, such as minutes from meetings, such as the Teaching and Learning Group and the Teaching and Learning Management Group.

And, approximately once a month, staff will be able to use the Forums to access the TLSO Bulletin, which contains information about events and news from the office, as well as links to useful information from external bodies such as the QAA (Quality Assurance Agency) and the Higher Education Academy.

The Forums site can be found at: <https://forums.manchester.ac.uk/clearspace/index.jspx>

## UNIVERSITY SHINES IN NEW PROJECT TO ENGAGE WITH NEIGHBOURS

**The University is at the heart of a £9.2million national initiative to give the public a more interactive role in Higher Education.**

Six Beacons for Public Engagement - in Manchester, Newcastle, Norwich, London, Wales and Edinburgh - have been set up with the aim of assisting staff and students to listen to and engage with the public.

And now Manchester Beacon Project Manager Suzanne Spicer joins Project Director, Erinma Ochu and Deputy President and Deputy Vice-Chancellor, Professor Dame Nancy Rothwell in launching a four-year programme to build stronger links between the University and its neighbouring areas.

In her first seven weeks since taking up the role Suzanne has already met with more than 70 University staff.

She says she has found a wealth of evidence of projects that already bring together staff and members of local communities. And she hopes that ultimately the Beacon will foster a more sustainable two-way sharing of knowledge, skills and experience between both parties.

Suzanne, who was formerly learning manager at the Manchester Museum of Science and Industry (MOSI), said: "There are six beacons across the country and the aim of them is to achieve cultural change within the universities and to get them to recognise, reward and undertake more two-way engagement with the public. There is a lot of public engagement going on. And my impression is that people



really value it. People who are doing it value its importance. Part of my role is to help make those benefits tangible to all."

Manchester Metropolitan University, Salford University, Manchester: Knowledge Capital and MOSI are also partners in the Manchester Beacon for Public Engagement. The project is designed to make universities integral to the wider community and to motivate, assist and reward staff and students who reach out, listen to and engage with our local communities.

Suzanne is now looking for her first cohort of Beacon champions to shape and benefit from the programme. To find out more or to let Suzanne know more about how you are already engaging the public, please contact Suzanne on: **61591** or at [suzanne.spicer@manchester.ac.uk](mailto:suzanne.spicer@manchester.ac.uk)

## PAY TO GO UP BY 5%

**The 2006-2009 pay agreement by the Joint Negotiating Committee of Higher Education Staff (JNCHES) provided for a pay increase from 1 October 2008 of 2.5% or the September Retail Price Index (RPI) figure, whichever was the higher.**

The September RPI was 5%. So The University of Manchester will be implementing a pay increase of 5% from 1 October 2008.

Staff paid at the end of the month should have received the increase in October. Staff paid mid-month and hourly-paid Teaching Assistants will receive the increase this month.



**STAFF  
SURVEY  
2008  
RESULTS  
INSIDE**

# STAFF SURVEY 2008

The results of the University's latest staff satisfaction survey show that the majority of staff find their work here interesting and continue to be proud to work at the University.

The survey took place in April and May and the results provide a snapshot of how staff feel about various areas of the University, including job satisfaction, training, communication, strategy and management.

They also reveal perceptions about research, teaching and learning, and knowledge and technology transfer.

This is the third time the University has conducted the staff satisfaction survey, with earlier surveys conducted in 2004 and 2006.

The survey was completed by 2,351 members of staff (20% of employees) from across the University and from all types of roles.

The detailed results of the staff satisfaction survey are available on StaffNet (<http://www.manchester.ac.uk/staffsurvey>) and are being discussed at University and Faculty level to inform future decisions about priorities and actions across a whole range of activities from HR policies and support for training to decisions about strategic goals.

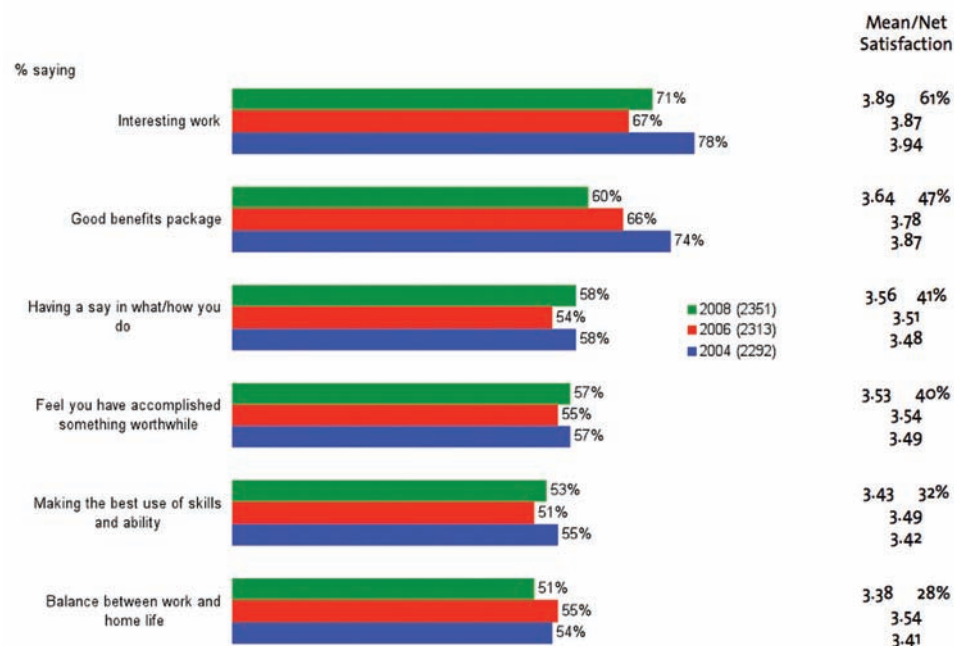
## JOB SATISFACTION

The results of the survey indicate the majority of staff (71%) believe their jobs provide interesting work. A considerable number (61%) say they are proud to work for the University.

Half of respondents (50%) are satisfied overall with their current job, which is slightly lower than the figure of 55% in 2006.

The decrease in some areas of job satisfaction – including job security – is disappointing, but not unexpected when set against the background of the impact of Early Retirement and Voluntary Severance (ERVS), restructuring and uncertainty surrounding pay and grading, which were still being felt when the survey was conducted.

### SATISFACTION WITH ASPECTS OF JOB (BASE: ALL RESPONDENTS)



## TRAINING AND DEVELOPMENT

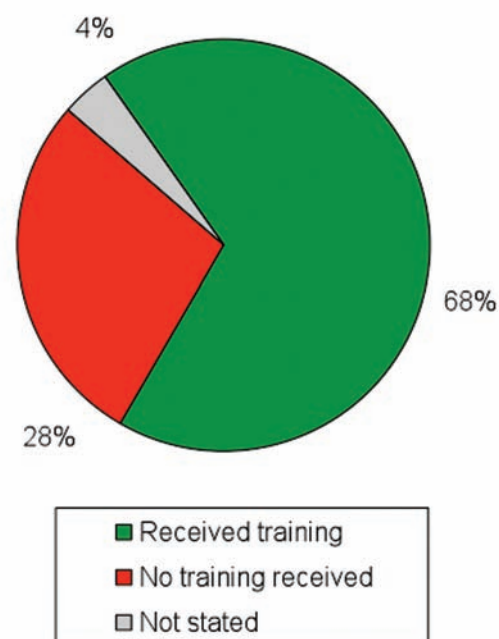
The survey points to a noticeable increase in the proportion of staff who have undertaken training in the 12 months prior to the survey, rising to 68% from 62% two years ago.

It is thought this reflects the relatively high level of staff participation in Performance and Development Reviews, which remained constant at 59% this year.

A high proportion of staff – 70% – said that job specific training had been useful.

### PARTICIPATION IN TRAINING (BASE: ALL RESPONDENTS = 2351)

**68% OF RESPONDENTS HAVE RECEIVED OR UNDERTAKEN TRAINING IN THE LAST 12 MONTHS**

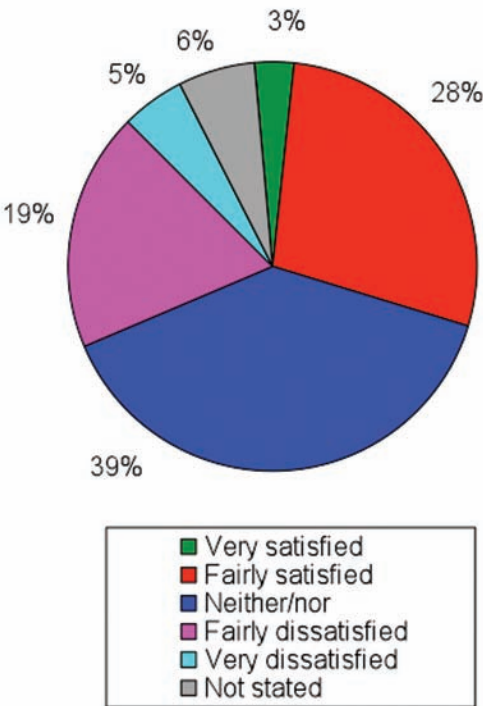


# COMMUNICATION

The survey points to overall satisfaction with communication being broadly similar to previous years with around a third of staff – 31% – satisfied with communication overall and 24% dissatisfied.

The results demonstrate the importance of developing communications at a local level and amongst teams. Staff are most satisfied that they receive information about projects and successes in their own area of work, but they are less satisfied that they receive information about HR policies and training and development opportunities. Local meetings, e-Update and Staff Update continue to receive favourable ratings as to their usefulness.

## OVERALL SATISFACTION WITH COMMUNICATION (BASE: ALL RESPONDENTS = 2351)



# EFFECTIVE MANAGEMENT AND LEADERSHIP

The survey findings indicate the level of staff satisfaction with their line managers remains constant, at 58%. Managers continue to score better against 'personal attributes' such as listening to staff views and concerns and keeping staff well informed, but score less well against management skills and qualities, such as setting clear objectives and keeping staff focused on these objectives.

# RESEARCH AND TEACHING AND LEARNING

As in previous surveys, there remain noticeable differences in satisfaction levels in the area of research, compared to teaching and learning. The results indicate higher levels of satisfaction with the support for research than that for teaching and learning. Similarly, those staff members who conduct research continue to be more likely than those who teach to agree that their environment encourages their interests and that their research or teaching is valued.

The survey shows that currently just 11% of staff believe that research and teaching and learning are rewarded equally. However there continues to be a high level of agreement that the University needs to reward teaching and learning and research equally (68%).

There is also a slight increase in agreement that the contribution of fixed term/project funded staff is valued (34% from 29%) which shows some progress.

# KNOWLEDGE AND TECHNOLOGY TRANSFER

Of those members of staff who conduct or support research, a fifth (20%) are satisfied with the support provided for technology transfer and commercialisation of research.

Almost half (47%) are aware of the services offered by University of Manchester Intellectual Property Ltd (UMIP). And of those who sought advice or support from UMIP, 62% were satisfied with the service.

# STRATEGY

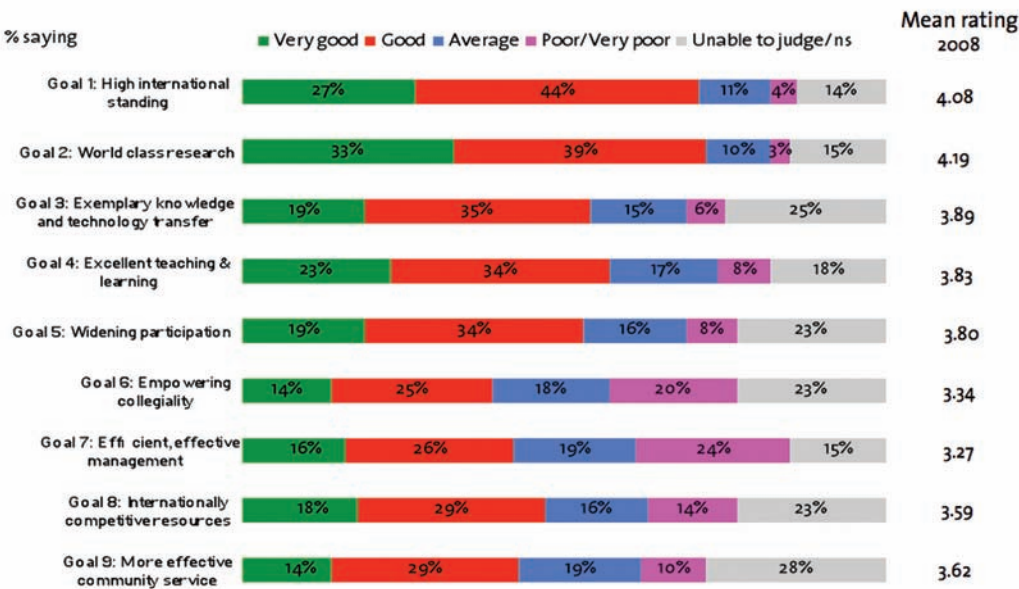
Results of the survey show staff continue to have confidence in the University to make progress towards the goals set out in the Manchester 2015 Strategic Plan.

The survey shows 64% of staff rate the University's current performance as good/very good in the area of World Class Research and 54% of respondents say the performance is good/very good in the area of High International Standing.

Almost three-quarters of respondents expect the University to perform well against these two goals by 2015.

Fifty-seven per cent of respondents expect the University to be performing well against the goal of excellent teaching and learning by 2015, though just 37% believe the University is currently performing well in this area.

## EXPECTATIONS OF PERFORMANCE AGAINST THE STRATEGIC GOALS BY 2015 (BASE: THOSE WHO AGREE/STRONGLY AGREE THAT THEY UNDERSTAND THE GOALS = 1057\*)





## VP VIEWPOINT: AWAITING THE RESULTS OF RAE 2008

If the 2008 Research Assessment Exercise seems to have been with us a very long time, it's because it has. Detailed preparations for the University's submission began in early 2007 and numerous colleagues, academic and non-academic, put in vast amounts of work.

Since then, the HEFCE Main and Sub-Panels (including many members from this University) have been reviewing the submissions and producing quality profiles.

The summary results will be made available to universities and to the media on 17 December of this year, with an embargo on publication until the 18 December.

The University of Manchester submitted to 53 of the possible 61 Units of Assessment (UoA) within the exercise – probably the largest of any UK university and therefore representing an unparalleled breadth of research endeavour. The mapping of these (rather traditionally defined) Units onto our own Faculty and School structure is imperfect. The assessment process attributes scores, on a scale from 1\* to 4\*, to research outputs, indicators of esteem, and research environment, to produce a profile for each UoA submission. It is these profiles that will be published on 17 December.

What will be the significance of the results? First of all, the outcome will determine (via a formula yet to be announced by HEFCE) the distribution of the "QR" (quality of research) funding dispersed by HEFCE; the formula is based on the assessed quality and volume of research returned to the RAE, but its precise form will not be revealed until the New Year. (In 2006/7, our QR allocation represented about 30% of our research income.) The second major implication of the RAE result is reputational – recall the readiness of



**Professor Simon Gaskell**  
Vice-President (Research)

universities to advertise 5 and 5\* ratings from the 2001 results, and to summarise the outcome in terms of numbers of 5 and 5\* units. This time, the presentation of the results as profiles means that it will be somewhat more difficult to summarise the outcome in a single metric, or at least in one that is universally applied.

We should view the results as an interim report, albeit imperfect, of our progress towards some of the objectives outlined in the Manchester 2015 document – imperfect because the assessment period (2001-7) does, of course, include several years pre-merger (and indeed the disruption of the merger itself) and is a poor judge of the trajectory of a university's research endeavour. Nevertheless, we can face the results with some confidence, in the expectation that they will confirm the status of The University of Manchester as one of the UK's research powerhouses. The outcome will inform, though not dictate, our future strategy as we develop new approaches to the support of research and postgraduate education.

## REMEMBRANCE SUNDAY

**Students and staff from the University will pay tribute to the sacrifices made by those who have suffered or died in military conflict at a special Remembrance Day service.**

Around 200 people are expected to join members of the Manchester and Salford Universities Officers Training Corps (MSUOTC) at the service in the Old Quadrangle at 11am on Sunday, 9 November 2008.

Meanwhile Frank Green and John Bennett, from the Estates Directorate, have arranged for poppies to be available around the campus. All funds raised from the sale of the poppies will go to the Royal British Legion for their work in supporting former and serving members of the armed forces.

## CAMPUS CLOSE-UP WINNERS!

### Winner of the Campus Close-Up for October is:

Emma-Louise Cullen,  
Personal Assistant to  
Professors Barrowclough  
and Haddock, Division  
of Clinical Psychology  
who correctly identified the  
**Stopford Building.**



### The winner from the June issue:

Margarita Cook of the ARC  
Epidemiology Unit Building  
who correctly identified the  
**Incubator Building.**

**KRO**  
Welcome to the family

## A CUPPA FOR CANCER CHARITY

**The Macmillan Research Unit, in the School of Nursing, Midwifery and Social Work, has raised £1320.94 for Macmillan Cancer Support, after brewing up for hundreds of students and staff in University Place as part of a Macmillan Cancer Support Coffee Morning.**

## COUNTDOWN TO CHRISTMAS

**It may not quite be time to deck the halls with boughs of holly, but preparations for the UMSA Christmas party are already in full swing.**

Organisers are promising that this year's event – at Revolution bar, at Deansgate Locks – will be the best ever. Tickets are already on sale.

The event – on Friday, 19 December 2008 – includes a buffet and DJ. The University of Manchester Staff Association (UMSA) will have sole use of the venue's basement until 10pm, when the club will be opened up to members of the public.

Tickets cost £7 for UMSA members and £15 for non-members. For more information or a booking form contact:  
**alison.din@manchester.ac.uk** or telephone **275 2335**.

## OPT OUT

If you would like to opt out of receiving a printed copy of Unilife/Staff Update you can do so by visiting **[www.staffnet.manchester.ac.uk/optout/](http://www.staffnet.manchester.ac.uk/optout/)**

Those who opt out of receiving a personal printed copy can view the latest editions of Unilife/Staff Update online at **[www.staffnet.manchester.ac.uk/news/unilife](http://www.staffnet.manchester.ac.uk/news/unilife)** or at **[www.campus.manchester.ac.uk/internalcommunications/printedpublications/staffupdate](http://www.campus.manchester.ac.uk/internalcommunications/printedpublications/staffupdate)**

If you would like to receive a printed copy but your University address needs to be updated simply email **[payroll@manchester.ac.uk](mailto:payroll@manchester.ac.uk)** with your name, job title, area of work (ie School/Faculty/Directorate) and as full an address as possible, including your room number and building name.

# TrainingUpdate

Exclusively for staff at The University of Manchester

## STAFF TRAINING AND DEVELOPMENT UNIT – OPEN PROGRAMME

### HEI SEMINARS – AUTUMN/WINTER PROGRAMME 2008-09

STDU will be launching the new Higher Education Institution seminars on **17 November 2008**.

The first event will be opened by Albert McMenemy, Registrar and Secretary, and the title will be 'Achieving Valued Professional Support Services'.

For more information on the programme, please e-mail [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk), quoting code BF50.

To book a place, go online at [www.manchester.ac.uk/training](http://www.manchester.ac.uk/training) or by email to [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)

Please provide your full name, and payroll number/date of birth, or there may be a delay in processing your request.

#### DECEMBER 2008

##### HS44: Safety for Biological Officers

1 December 2008  
10am - 1pm

##### HS2: Manual Handling

3 December 2008  
2pm - 4pm

##### P4: Time Management

4 December 2008  
10am - 4.30pm

##### AP8: PDR Reviewer Training (Academic-related and support)

5 December 2008  
9:30am - 1pm

##### P12B: The Essential Guide to Application Forms

9 December 2008  
12:45pm - 2pm

##### MS5: Effective Recruitment and Selection

9 & 10 December  
9:30am - 4.30pm  
(You must be available for both sessions)

##### HS75: Safe UV Practice, a user's guide

9 December 2008  
10am - 11am

##### P19: Career Review Workshop

10 December 2008  
2pm - 5pm

##### AP6: PDR – A Briefing for All Reviewees

15 December 2008  
10am-12pm noon

##### TL43: Writing Discussion Sections

16 December 2008  
2pm - 3.30pm

##### MS9: Training in Equality and Diversity Issues (TEDI)

17 December 2008  
9:30am - 1pm

##### AP5: PDR Reviewer Briefing (Academic)

18 December 2008  
9:30am - 1pm

#### JANUARY 2009

##### AP8: PDR Reviewer (Academic-related and support)

14 January 2009  
9:30am - 1pm

##### HS15: Principles of Risk Assessment

14 January 2009  
9:30am - 12:30pm

##### MS9: Training in Equality and Diversity Issues (TEDI)

15 January 2009  
9:30am - 1pm

##### TL44: Speaking and Presenting for Non-Native English Speakers

21 January 2009  
10am - 1pm

##### TP32: Presentation Practice

30 January 2009  
9:30am - 1pm

#### FEBRUARY 2009

##### HS2: Manual Handling Risk Assessment

3 February 2009  
9:30am - 12:30pm

##### HS7: Compressed Gases Workshop

4 February 2009  
9:00am - 12pm noon

##### HS7A: Cryogenic Gases Workshop

4 February 2009  
1pm - 3pm

##### HS7B: Practical Sessions Workshop

4 February 2009  
3:15pm - 4.30pm

##### MS9: Training in Equality and Diversity Issues (TEDI)

4 February 2009  
9:30am - 12:30pm

##### TP4: Time Management

6 February 2009  
10am - 4:30pm

##### BF41: Speedwriting

10 February 2009  
9:30am - 4pm

##### HS17: DSE Assessment/Workplace Assessment

10 February 2009  
9:30am - 12:30pm

##### TP30: Presentations for Beginners

13 Feb 2009  
9:30am - 4:30pm

##### HS75: Safe UV Practice – a user's guide

16 February 2009  
10am - 11am

##### HS67: Risk Assessment Workshop for Lab based staff

17 February 2009  
9:30am - 12:30pm  
Please note that this is a follow up session for  
HS15: Principles of Risk Assessment, which you  
should have attended prior to this session.

##### BF46: Writing in a Clearer Style

17 February 2009  
2pm - 3.30pm

##### AP6: PDR: A Briefing for All Reviewees

26 February 2009  
10am - 12pm noon

##### TP4: Time Management

26 Feb 2009  
10am - 4:30pm

#### MARCH 2009

##### TP30: Presentations for Beginners

19 March 2009  
9:30am - 4:30pm

##### TP32: Presentation Practice

27 March 2009  
9:30am - 1pm

# CLIENT SERVICES TRAINING – CORPORATE AND DESKTOP APPLICATIONS

## NOVEMBER-DECEMBER 2008 AND JANUARY 2009

### CAMPUS SOLUTIONS (Student Administration)

Selection of sessions running throughout, to include:

- Introduction
- Assessment & Progression 1 and 2
- Student Records Maintenance 1 and 2
- Course Catalogue & Class Scheduling
- UG Admissions & Offer Making
- PG Admissions

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus)

### DESKTOP (Office Applications)

Selection of sessions running throughout, to include:

- Getting Started with Computers
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Microsoft Powerpoint

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff](http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff)

### DISCOVERER (Reporting)

Selection of sessions running throughout, to include:

- Discoverer Student Records
- Discoverer Admissions
- Discoverer Course Units

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/discoverer](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/discoverer)

### LIVELINK (Document Management)

Single session running throughout:

- Livelink Basics

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/livelink](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/livelink)

### ORACLE (Financials)

Selection of sessions running throughout, to include:

- Raising Requisitions
- Approving Requisitions
- Projects
- Sales Invoices & Credit Memos

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/finance](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/finance)

### REMEDY (Support Desk / Incident Logging)

These session schedules vary, depending on demand.

- Submitting Incidents

Please contact us by email for details of the latest schedule:  
[training.corpapps@manchester.ac.uk](mailto:training.corpapps@manchester.ac.uk)

### RESOURCELINK (HR/Training Administration)

These session schedules vary, depending on demand.

- New Starter (5 days)
- HR Refresher
- Training Administration

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/resourcelink](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/resourcelink)

