Each year HR carry out a 2 part exercise for departments to review their compliance with HR policies and procedures:

* Part 1 is a self-assessment exercise, completed offline [(find out more](https://hr.admin.ox.ac.uk/hr-news) );
* Part 2 is a data collection exercise carried out through an online survey tool.

# Instructions - data collection exercise

You will need to have completed the self-assessment checklist before completing the online data collection exercise as the online questionnaire will give you the opportunity to note any areas of non-compliance where you would like additional guidance and support. The self-assessment checklist can be downloaded at <https://hr.admin.ox.ac.uk/hr-news>

## Who should complete the online questionnaire?

The lead DA/HAF for each department should decide how they would like their department to approach this exercise. Each department should make only one submission.

## How should we complete the questionnaire?

This Word version of the data collection questionnaire is provided *for reference and preparation purposes only.* Some areas of the online survey ask for specific data and this hard copy version of the questionnaire will help you to prepare and collate any information you may need.

However, if you prefer you can go straight to the [online survey](https://oxford.onlinesurveys.ac.uk/hr-data-collection-exercise-2021) – there is **no requirement to complete this Word version of the questionnaire.**

## How do we access the online questionnaire?

Once you are ready, go to the online survey at <https://oxford.onlinesurveys.ac.uk/hr-data-collection-exercise-2021>

## What is the deadline?

**The deadline for submission is Friday 25 February 2022**

If you think you will be unable to meet this deadline please contact Kate Butler (kate.butler@admin.ox.ac.uk) as soon as possible.

Data collection exercise

# Department/Division details

1. Name of Division
2. Name of Department
3. Name of the Head of Department (or equivalent)

3(a) email address

1. Name of the lead Departmental Administrator/Head of Administration and Finance (or equivalent)

4(a) email address

1. Name of most senior HR manager (if different from HAF/administrator)
2. Who else in your department deals with HR administration? (please give names and grades, or state no-one)
3. Are there any areas in the self-assessment checklist where you are not fully compliant and where you would value additional support or guidance?

# Recruitment and management of new staff

1. **Generic job descriptions**. There are now 55 generic job descriptions and we continue to develop new ones in response to your feedback (most recently new generics for Communications and HR roles). Have you identified any additional jobs for which you would like a new generic job description to be developed?

Yes/No

If Yes, give details

1. **Recruitment difficulties**: you are you currently experiencing problems recruiting particular kinds of staff?

Yes/No

If Yes, indicate:

* Grade
* type of role
* contract term
* possible reason
* outcome (eg post filled after re-advertising, post filled after job re-scoped, post remains empty, other)
1. **Recruitment difficulties**: over the past year have you made any **job offers** which have been **turned down**?

Yes/No

If Yes,indicate any known reasons (*select all that apply*):

€ N/A (no offers turned down this year) € Better offer elsewhere

€ Travel difficulties € Salary level

€ Availability/cost of housing € Childcare

€ Cost of visas and/or NHS surcharge € The existence of the EJRA at Oxford

€ Lack of flexible working options

Other, describe

1. Which aspects of the University’s **benefits package** do you think have assisted in the attraction and retention of staff over the last year (*select all that apply*):

€ Pay € Pensions

€ Holiday € Family leave schemes

€ Transport schemes € Training/career development
 opportunities

Other, describe

1. Is there anything missing from the current **benefits package** which you believe would have helped secure appointments/retain staff?
2. Aside from pay, what do consider to be the key benefits of working for the University which should be highlighted to applicants?
3. **Probation**: In the last 12 months, have any staff had their probation periods extended?

Yes/No

If Yes, give anonymised details (number of cases and grades)

1. **Probation**: In the last 12 months, have any contracts been **ended during the probation** period?

Yes/No

If Yes, give anonymised details (number of cases and grades)

1. **Fixed-term contracts:** Do you follow the guidance on use of [fixed-term contracts](https://hr.web.ox.ac.uk/contract-type), including always issuing a [contract cover letter](https://hr.web.ox.ac.uk/contract-templates#collapse1586686) which explains the justification for the contract being fixed-term by reference to one or more of the standard terms set out in the template letter?

Yes/No

If No, why not?

1. **Open-ended externally funded contracts:** Do you always consider the possible use of an open-ended externally funded contract when a fixed-term contract is being renewed/extended and the employee has more than 4 years continuous service (see guidance on [open-ended externally funded](https://hr.web.ox.ac.uk/contract-type)  contracts for academic-related staff?)?

Yes/No

If Yes, where you have considered using an open-ended externally funded contract but not proceeded, what are the key reasons why it could not be offered?

If No, why not?

# Managing staff in post

**New Ways of working**

1. Has your department implemented the [New Ways of Working framework](https://hr.admin.ox.ac.uk/new-ways-of-working) (or are you in the process of implementing)?

Yes/No

 If Yes:

* Did/do you have the support, guidance and tools that you need?

 Yes/No (if no, what additional tools, resources or support do you need?)

* Are using the confirmation of change template for any agreed changes?
* Are you keeping central, departmental records of any new agreed working patterns?
* Of the requests for new working patterns have you been able to agree:
	+ More than 75%
	+ 50-75%
	+ Less than 50%

 If No, when do you plan to implement the framework?

*Multiple choice answer - options:*

* By the end of Hilary term 2022 [pandemic WFH measures allowing]
* By the end of Trinity term 2022
* By the end of the long vacation 2022
* Other - comments

**Staff Experience Survey 2021: action planning**

1. Please tell us your top 3 priorities for action in response to staff feedback in the 2021 Survey.

[Free text answer]

1. How have you communicated these priorities to staff? (Select all that apply).
	1. Email to all staff
	2. Newsletter to all staff
	3. Departmental all staff event(s) – online or in person
	4. Other
	If Other, give details
2. Did your results point to any issues that would be best addressed centrally?
	1. Yes - Please let us know which issues would be best addressed centrally.
	2. No
3. **Work-related stress**: if your department has had to manage any cases of work-related stress in the last 12 months, please give details below.

[NB please only include cases where it has been identified that work-related issues are the primary cause of the stress and active management of the case is or has been needed]

|  |  |  |  |
| --- | --- | --- | --- |
| **No. of cases involving** | **Total no.**  | **Of which, no. of women?** | **Comments** |
| Support staff |  |  |  |
| Academic-related staff |  |  |  |
| Academic staff |  |  |  |

1. **Disability**: over the past 12 months have you made any “reasonable adjustments" for staff with a disability or long-term health condition?

Yes/No

If Yes:

1. Give number
2. Please describe the adjustment(s)
3. Estimate the total number of staff in your department who have reasonable adjustments in place.
4. **Mental Ill-health:** has your department put in place any activities or initiatives to support staff who may be experiencing mental ill-health?

Yes/No

If Yes, please give details

1. Is this an area where central University support and/or guidance would be helpful?

Yes/No

If Yes, please give details

1. **Wellbeing** - have you undertaken any activities or initiatives to positively promote staff health and wellbeing such as ‘Wellbeing days’, healthy lifestyle opportunities such as help with giving up smoking, etc?

Yes/No

If Yes, please give details of any initiatives, activities or events

1. Does your department offer an **Employee Assistance Programme**?

Yes/No

If Yes, please give details

1. **Staff student relationships**: Have any relationships between staff and students been declared during the past year?

Yes/No

If Yes, give

1. Numbers involving graduate students (NB do not give names or personal details)
2. Numbers involving under graduate students (NB do not give names or personal details)
3. Note how the issue was resolved (eg by allocation of a different supervisor, etc)
4. **Personal Development Review (PDR):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Are PDRscarried out regularly for: | N/A (no staff of this type) | Yes, annually | Yes, but not annually | Not yet introduced | *if optional*, % who opt in  |
| Support staff |  |  |  |  |  |
| Research staff |  |  |  |  |  |
| Non-research academic-related staff |  |  |  |  |  |
| The DA/HAF (or equivalent) |  |  |  |  |  |
| Academic staff |  |  |  |  |  |
| Clinical staff |  |  |  |  |  |

1. How do you carry out your **PDRs** and record monitor completion rates?

|  |  |
| --- | --- |
| PDR form completed manually |  |
| PDR form completed electronically |  |
| Online system (give details) |  |
| Other (give details |  |

1. Do you provide training/guidance for **PDR** reviewers?
2. Do you provide training/guidance for **PDR** reviewees?
3. If you employ Research Staff do you offer them a separate **Career Development Review** with the option of a different reviewer (ie who is not their line manager)?
4. How do you communicate/launch each round of **PDR**?
5. Does your department/faculty prepare a **people/organisational development plan**?

Yes/No

If Yes, is this part of:

1. your regular planning cycle
2. your Athena SWAN planning cycle
3. for some other reason (give details)
4. **Bullying and Harassment:** Please provide the following details for all the harassment advisor(s) in your department the (*the online form includes space for details of up to 10 advisors*)
* Name
* Staff group (Academic/Academic-related/Support)
* Whether they have attended training provided by the Equality and Diversity Unit
1. How does your department communicate your expectations of staff conduct and that bullying and harassment will not be tolerated? (Comments)
2. Describe any other actions your department takes to minimise the incidence of bullying and harassment? (Comments)
3. Are all cases of bullying and harassment pursued in line with University guidance?

Yes/No

1. Are you confident responding to incidents of bullying and harassment through informal means, where appropriate?’

Yes/No

If yes, please give brief details of the forms of informal resolution you have used.

1. Are there any areas where you would like further guidance or support from the Central University in managing or minimising incidents of **bullying and harassment** within the University?

Yes/No

If Yes, give details.

1. Has your department **managed** **any** **cases** of alleged **bullying and/or harassment** within the department in the last 12 months?

Yes/No

|  |  |  |
| --- | --- | --- |
| If Yes | state number of cases dealt with through **informal** means? |  |
| state number of cases dealt with through **formal** means? |  |

1. Have you noticed any **trends or issues in relation to harassment** that you would like to draw to the attention of University HR and the Equality and Diversity Unit?

Yes/No

If Yes, comments

1. **Sickness and other absence**: For which staff do you monitor sickness and other absence?

|  |  |
| --- | --- |
| * Support
 | * Academic-related
 |
| * Research
 | * Academic
 |

1. Have you noticed any trends in **sickness** **absence** over the past year?

Yes/No

If Yes, comments

1. Have you noted any trends in relation to **disciplinary and grievance cases**?

Yes/No

If Yes, describe

1. **Safeguarding children and 'at risk' adults**: Does your department run any activities involving children and 'at risk' adults (do NOT include apprenticeships, or work experience for 16-18 year olds, or circumstances where children are present, but not participating in a University-run activity)

Yes/No

If Yes,

1. please describe (ie outreach, open days, research participants, work experience students under 16 years old, etc)
2. have you made sure that those running such activities are aware of the [Code of Practice on Safeguarding](https://hr.web.ox.ac.uk/safeguarding-at-risk-adults-and-children) and associated requirements regarding risk assessment, training etc?

Yes/No

# 3. Ending employment

1. **Retention**: Over the past year, have any staff who you would have wished to retain left the University (don’t include those who have moved to another role within the University)?

Yes/No

 *If Yes,*

1. give grade and type of role
2. what reasons were given for not wanting to continue working at Oxford (select all that apply)

€ Salary level € Lack of development opportunities

€ Lack of opportunities to progress € Travel difficulties

€ Workload € Availability/cost of housing

€ Childcare € Current immigration rules & visa renewal costs

€ The existence of the EJRA at Oxford € Availability of flexible work

€ Other, give details

1. **Fixed-term contracts**: do you follow the [Procedure for managing and ending fixed term](https://hr.admin.ox.ac.uk/managing-and-ending-fixed-term-contracts) contracts, including redundancy pay in cases of more than 2 years continuous service?

Yes/No

1. **Exit interviews**: Do you hold exit interviews with staff leaving the department?

Yes/No?

If Yes, which staff groups do you hold interviews for:

* All staff € Academic
* Research € Academic-related professional
* Support

If yes, how do you review and act on feedback

Comment:

# 4. Other comments

1. **Policies and demands on departments (Optional)**

We are constantly working to review and improve the University’s personnel policies, practices, and support mechanisms to facilitate the resolution of problems, individual cases, and/or the achievement of departmental objectives. Please highlight any areas you currently find problematic, or gaps in our current support and guidance.

Comments

1. **Any other comments (Optional)**

Thank you for taking the time to complete this exercise – your responses are extremely valuable and used by colleagues across Central HR teams throughout the year. A summary of responses will be presented at the Trinity term HR briefing