

Welcome to the Hilary term 2020 edition of updates from central HR. In this issue you will find information on:

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- *Family leave benefits*
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To find out more about HR issues, please visit

<https://hr.admin.ox.ac.uk/information-for-staff>

Global Mobility

What is Global Mobility?

Global Mobility is about supporting staff who work overseas to ensure they comply with all necessary legal and tax jurisdictions. There are many relevant areas, including immigration, payroll, insurance, and tax. This complex area poses a high risk to the University and overseas authorities are increasingly focused on international workers.

What are we doing to help?

The University has around 500 staff working overseas. We have been working with a number of departments to identify any gaps in compliance with overseas staff, in some cases leading to significant costs and administration time for the department. We are also now providing guidance and support for new requests to ensure these arrangements are fully compliant in advance – no more nasty surprises!

What's next?

HR and Finance are jointly developing a policy to support departments considering any international arrangement. The policy covers the key risk areas and includes a requirement for the Head of Division to sign an approval form before an employee can go overseas. The policy is currently undergoing testing and should be rolled out to departments in Summer 2020.

If you would like help in this area please contact Phil Jukes (Philip.jukes@admin.ox.ac.uk)

Focus on People

Focus on People is a new programme of work which will support and develop staff in professional services roles across the University. Focus on People was announced by the Registrar in October 2019, and is currently in development. It will involve a series of projects, initially focusing on the following broad areas:

Leadership and management: providing support for new managers; enhancing resources for existing managers, and ensuring effective personal development reviews (PDRs).

Professional skills and career development: providing clearer professional development frameworks for colleagues in professional, administrative and support roles; extending professional networks, and developing clearer career paths.

Developing Administrators of the future: looking at the mix of skills and experience required for these roles, and how to ensure an effective recruitment process that assesses the right skills, experience and behaviours and provides meaningful feedback.

These projects will provide support for all professional services staff – whether they are in the central University or academic divisions. Engagement activities are currently taking place across the University, giving an opportunity for staff to feed in and shape its future. A Project Board and Working Group have been formed to represent the views of different professional groups, departments and divisions. While not formally part of the **Focus programme** at this stage, Focus on People is fully aligned with its ambitions and is expected to become more formally connected in the future.

If you would like to get involved, or have any questions, email focusonpeople@admin.ox.ac.uk. Further updates on this work will be provided as the programme develops.

News from POD

New and refreshed material for Personal Development Review (PDR)



Last year's Staff Experience Survey showed that we need to improve our support for staff and managers taking part in Personal Development Reviews (PDR) so that those conversations can be more effective. Personnel Committee has therefore undertaken a thorough review of the principles underpinning all the University's PDR and similar schemes and has now approved a new set of [principles](#) to apply to all staff groups.

The new principles consist of:

- A general overarching statement of the broad principles which apply to all PDR and similar schemes, emphasising the entitlement of all staff to a regular conversation in which they can, as appropriate to their staff group, grade and work environment, reflect on their successes, ask for and hear constructive feedback, agree appropriate personal and work related goals and any development needs associated with them, and discuss their career aspirations.
- A more detailed statement of principles for PDR for professional and support staff.
- A set of guidelines for career conversations with academic staff.

A set of principles for research staff is being developed by the [Research Staff Steering Committee](#) in the context of the new Concordat to Support the Career Development of Researchers.

New materials to support PDR and similar schemes are available on the [People and Organisational Development \(POD\)](#) website. The POD team is ready to work with departments and faculties to offer guidance and advice on implementing the new principles. POD will also help divisions and departments/faculties to identify and develop PDR champions or leads to work with reviewers in local departments/faculties on the implementation of effective PDR. Training will be provided for PDR champions/leads and a champions' network set up to promote mutual support and learning. Please contact your POD Adviser for more information.

Departments should review their local PDR schemes to ensure that they fit with the new principles, and should draw the principles and the new materials to the attention of managers and PDR reviewers.

New HR Website!

The new [HR Support](#) website went live at the end of November. Whilst we have worked hard to retain the features that you told us you found useful, all the content has been reviewed and you will find that many areas have been restructured. Your feedback on the new site is welcomed either through the '[Was this page useful](#)' feature on each page or by emailing us (kate.butler@admin.ox.ac.uk).

The whole **Reward** section has been reviewed and restructured to make it as user-friendly as possible. The Reward team have also created some new sections to make understanding pay and benefits more straightforward for managers and for staff. We encourage you to visit the [reward pages](#) to familiarise yourself with the content.

The section of information for staff has also had a face-lift and more work is planned on our benefits over coming months – if you have comments or suggestions email benefits@admin.ox.ac.uk.

Apprenticeship Expo and Awards 2020

Our annual event will be held in the Sheldonian Theatre again this year, on **Wednesday 11th March** from 11am – 2pm. Come along to find out more about Apprenticeships from all of our current training providers, apprentices and their managers, and discover how they can benefit your department. Apprenticeships can also be utilised to further your career, as an existing member of staff, fully funded by the Apprenticeships levy. During the second part of the event, we will be celebrating those who have completed their Apprenticeships, as well as handing out the awards – join us for this fantastic event to raise awareness and celebrate all those involved in Apprenticeships.

Find out more on our [Apprenticeship expo and awards 2020 webpage](#)

#2020ApprenticeshipAwards



Newcomers' Club

The **Newcomers' Club** has just celebrated its 60th anniversary year and continues to offer a warm welcome to the partners of new and visiting members of the University. It holds coffee mornings at the University Club on Mansfield Road on Wednesdays during term time and a varied programme of guided tours, events and interest groups including English conversation and careers workshops.

For more information about the Newcomers' Club or copies of a poster to include in induction packs email sue.morris@admin.ox.ac.uk



Vice-Chancellor's
Diversity Awards

Vice-Chancellor's Diversity Awards 2020

Nominations are open for the **2020 Vice-Chancellor's Diversity Awards**, which will be presented at a ceremony at **Keble College on Wednesday 13 May**.

The awards are an occasion to recognise and celebrate the breadth of initiatives and extraordinary individual commitment to equality and diversity across the University, so please do consider submitting a nomination, and encourage others to do so. The Vice-Chancellor will award trophies in five categories.

Anyone can nominate another student or staff member in the two Champion or Role Model categories. This is your opportunity to let us know about those individuals who have inspired you, demonstrated exceptional leadership or made a real difference to equality and diversity in your department, college or the wider University.

Nominations in the three 'project' categories can be submitted by individuals or groups with direct involvement in initiatives to promote greater equality and diversity in any area of the University's working, research, learning or social environment.

All short-listed nominees will be invited to attend the awards ceremony, where overall winners in each category will be announced, and case studies about their work will be published in an awards booklet.

Nominations close on Friday 28 February.

You can find further [information](#) on the Equality and Diversity Unit pages and read about the [2018 Vice-Chancellor's Diversity Awards winners](#)

Family leave – new ‘Day One’ rights

A reminder that from 1 January 2020 any employee who has started employment with the University before their family leave starts will qualify for the University’s enhanced family leave schemes - eligibility no longer requires 26 weeks service at the qualifying week.

Qualifying for the University’s scheme will not automatically make individuals eligible for statutory payments and the interaction between statutory and enhanced payments becomes more complex for those qualifying under the ‘Day One’ entitlement.

There are also, inevitably, additional complications which arise from the application of the ‘Day One’ revisions to Shared Parental Leave.

Revised guidance is currently being finalised and agreed, and new payroll forms have been developed.

In the meantime, if you have any questions please speak to your **local HR contact**.

Rebranding of My Family Care

Our telephone and online help and support service for those with caring responsibilities - My Family Care - is now part of Bright Horizons.

The Work + Family Space website through which the MFC services are accessed is being rebranded at present and you will start to see Work + Family Space, and the new logo (below) used more frequently, replacing My Family Care in promotional materials.

A new promotional leaflet to use in induction packs can be downloaded from our [webpage](#) and new posters are currently being designed and will be available shortly.

Don’t forget that there is a ‘speak to an expert’ phone line which all staff can use to access personalised support about any work-life balance and family issues.

More information about the services available can be found on the [HR Support website](#).



All staff Safety Climate Survey February 2020

As the first phase of a comprehensive review of health and safety, the University will carry out a **staff survey of safety culture** during February. The review, instigated by Council, is being led by **Professor Patrick Grant, Pro-Vice-Chancellor for Research**

The aim of the review is to identify changes that will make our staff safer at work and is expected to lead to a new systematic approach to health and safety management.

All staff will be invited to take part in a **Safety Climate Survey – from 3 to 28 February** – via Heads of Department.

More information will be available soon on the [Safety Office](#) website.

Payslips - we're finally going paperless!

University employees have been able to access their payslips and P60s online since the launch of HR Self-Service in 2018, whilst still receiving paper versions of these documents. However, from June 2020 the University will cease the issue of paper payslips and P60s. A University-wide campaign will commence in early 2020 to prepare staff, including those with HR responsibilities, for this change and to assist with any enquiries which may arise.

The project team will be in touch with key contacts later in the month to provide more information including timescales.

In the meantime if you have any questions please contact us corehrupgrade@admin.ox.ac.uk.

Looking for more HR updates?

Back issues of this newsletter are available online: <https://hr.admin.ox.ac.uk/updates-for-staff>