

## Staff Survey Results 2016

Thank you to all of you who completed last year's Staff Survey. We had one of the highest return rates in the University. Your feedback is helping us better understand what we are doing right and areas where we still need to improve. Here are some highlight statistics from the survey, which was analysed by the Medical Sciences Division. I hope you find this informative. We are taking steps to address the issues you flagged in the survey, but need your input in order to change things for the better. We are redeveloping our website to ensure information about many of these themes is as accessible as possible. If you have ideas about what we can be doing to tackle key issues – whether it's focus groups, bespoke training, drop-in sessions or another approach – please get in touch with **Lynn Clee** ([lynn.clee@rdm.ox.ac.uk](mailto:lynn.clee@rdm.ox.ac.uk)).

### Culture



**92%** of staff feel integrated into their team. **91%** feel their colleagues are supportive of them.

**40%** have noticed a positive cultural change in the last two years – that's compared to **29%** in the last staff survey.

**87%** feel well informed about news and information of relevance to them, compared to **71%** in 2014.

We are committed to flexible working. **52%** of staff work flexible hours and **51%** have caring responsibilities.

**83%** of staff are satisfied with their job.

**86%** of staff would recommend working for RDM to a friend.

### Mentoring

At the point of the staff survey, **17%** of staff had taken part in the RDM Mentoring Scheme – **43%** as a mentor, **48%** as a mentee and **9%** as both. This has now grown to **24%** of staff.

**For mentors**, the top four things the scheme has helped with are passing on skills and experiences, reflecting on personal practices, improved job satisfaction and being more positive about working/studying in RDM.



**For mentees**, the top four things the scheme has helped with are career progression and planning, professional development, extending professional networks and difficulties at work.

**89%** of those taking part would recommend the mentoring scheme to others.

The RDM Mentoring Scheme is open to all staff and students in the department. We are always looking for new mentors and mentees. To find out more, [please visit the website](http://www.rdm.ox.ac.uk/mentoring) (<http://www.rdm.ox.ac.uk/mentoring>).

## Transparency



**43%** of staff are clear about the process of applying to the annual reward and recognition scheme.

**40%** are clear about the process for regrading a post.

**51%** feel that management and decision making processes are clear and transparent in their division of RDM. Our new intranet will act as a hub for membership and summary minutes of RDM Committees.

Don't forget that the [Working at RDM](http://www.rdm.ox.ac.uk/working-at-rdm) section of the website (<http://www.rdm.ox.ac.uk/working-at-rdm>) is a great resource to find out information about processes and opportunities in the department.

We are currently redesigning our intranet to make this information more accessible. We are using the Weekly Bulletin as a regular channel to disseminate information and we are directly mailing key initiatives to all staff. Lead admins and local HR teams are always available to discuss these processes.



## Personal Development and Management



**87%** of staff feel that their line manager values their contribution. **73%** staff feel their line manager supports them to think about professional development. **81%** feel their line manager gives helpful feedback.

**55%** of our line managers felt they would benefit from management training.

We will repeat our 'one-day manager' course for all line managers and we are trialling management training for new PIs and professional support staff, which will be rolled out across RDM. We are also developing an annual training programme for all staff including handling conflict, assertiveness and making the most of PDRs. If you have any suggestions for bespoke courses in RDM, please contact Lynn Clee ([lynn.clee@rdm.ox.ac.uk](mailto:lynn.clee@rdm.ox.ac.uk))



Over the last year, **74%** of staff have had a Personal Development Review (PDR) meeting. **75%** of those found it useful. **Do you have ideas about what we can do to improve your PDR experience?** Please contact Lynn Clee.

Don't forget that annual PDRs are compulsory. **47%** of people who haven't had a PDR in the last year were not invited. We are working with senior management to improve implementation of PDRs. If you haven't been invited to a PDR, please contact your line manager.

We have developed [PDR toolkits for reviewees and reviewers](http://www.rdm.ox.ac.uk/personal-development-review-pdr) – available online (<http://www.rdm.ox.ac.uk/personal-development-review-pdr>) and in hardcopy. It's important that you feel comfortable discussing your training and development needs with your manager and we are emphasising to all managers that this is an important part of their role. We are piloting a 'Handling Difficult Conversations' course, with the view to running more.

## Careers

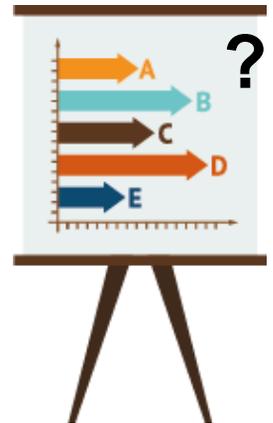
74% feel that they have time to reflect on, and plan for, their career development.

57% feel clear about the development opportunities available to them, while 74% feel they have the opportunity to take on new responsibilities or develop new skills. Our PDR toolkits list links to all training available and we are working to develop an annual development training schedule within RDM.

We have established a [Career Development Committee](http://www.rdm.ox.ac.uk/rdm-career-development-committee) (<http://www.rdm.ox.ac.uk/rdm-career-development-committee>), with representatives across all divisions and staff groups.

We host an annual RDM Careers Day aimed at research staff and we have also developed a 'Find Funding' section of the website, supported by individual advice from [Dr Ruth McCaffrey](mailto:ruth.mccaffrey@rdm.ox.ac.uk) ([ruth.mccaffrey@rdm.ox.ac.uk](mailto:ruth.mccaffrey@rdm.ox.ac.uk)), Research Strategy Coordinator.

The Career Development Committee are working to improve our support mechanisms for professional and support staff. **Please contact [cdc@rdm.ox.ac.uk](mailto:cdc@rdm.ox.ac.uk) if you have any suggestions about how we can best achieve this.**



## Fair treatment

18% of our staff felt like they have been unfairly treated in the workplace in the last academic year. 10% feel they have experienced bullying and/or harassment in RDM, while 16% have witnessed such behaviour.



A reminder that Unconscious Bias and Equality and Diversity training is mandatory for all staff. These are both short courses that are available on the Oxford Learning Institute (<https://www.learning.ox.ac.uk/>). We have implemented anti-harassment and bullying training for all managers and will roll this out to all staff.

If you are subjected to bullying and harassment, please do seek support, in confidence, from our [Harassment Advisors](http://www.rdm.ox.ac.uk/rdm-harassment-advisors) (<http://www.rdm.ox.ac.uk/rdm-harassment-advisors>). Talking to one of our Harassment Advisors is not the same as making a formal complaint – the advisors are there to support and advise you on a course of action and will not escalate a complaint on your behalf. We have also produced a booklet – Bullying & Harassment, some facts and how to help yourself – which is available to download from the [RDM website](http://www.rdm.ox.ac.uk/harassment-and-bullying-3) (<http://www.rdm.ox.ac.uk/harassment-and-bullying-3>).

**To download the full results, and what RDM is doing in each area, please visit the website.** If you would like to get involved to help enact change at your divisional level, please speak to your Lead Admin or [Academic Lead for your local Athena SWAN committee](http://www.rdm.ox.ac.uk/athena-swan-in-rdm) (<http://www.rdm.ox.ac.uk/athena-swan-in-rdm>).