

## HR Division Work Plan 2017-18

The workplan highlights the high priority projects under the People Strategy for the Academic year 2017/18 (section a), and summarises the ongoing operational work of the Division (section b). Each strategic project is clearly linked to one of the eight People Strategy goals. The workplan has been developed in discussion with a range of stakeholders across the University.

Work will also continue during 2017/18 to progress many of the other strategic projects under the People Strategy Action Plan not highlighted in this document.

Status	Key
Blue	Yet to be initiated
Yellow	In progress (planning & implementation)
Green	Completed

## Operational Priorities

RECRUITMENT					
To attract and retain the best talent from across the world and give them the best possible start.					
Description	Objectives	Projects/initiatives	Estimated date of delivery	Status	
Recruitment operational work	Temporary Employment Service (TES)	Operation and management of TES	Ongoing		
	Contracts team	Contracts administration (efficient, timely and accurate)	Ongoing		
	Immigration and Compliance	Ensuring regulatory compliance under Tier 2 and 5 sponsor licence		Ongoing	
		Provision of immigration guidance for all current and prospective staff		Ongoing	
	Professorial recruitment	Appointment and negotiations for new professorial appointments		Ongoing	

## Operational Priorities

<b>TALENT MANAGEMENT</b> To contribute to the personal and professional development of staff as part of a high performance culture, to enable them to contribute fully to the institution, University and society.				
Description	Objectives	Projects/initiatives	Estimated date of delivery	Status
Talent Management operational work	HR School Teams	Management of employee relations cases	Ongoing	
		Organisational change and restructuring projects	Ongoing	
		School specific projects	Ongoing	
		Review of HR School team service delivery model	Ongoing	
		Coaching and enhancing people management practice of all those line managing staff across the University	Ongoing	
		Retirement policy implementation	Ongoing	
	HR Policy Review/Development	Initiate review of HR Policies to support good people management in line with the HR Policy Review Schedule and priorities set for 2017/18	Ongoing	
	Employee relations	Foster more inclusive trade union relationships, conduct staff and trade union consultation, negotiation and engagement and manage relevant committees	Ongoing	
	Outplacement support	Manage ongoing Outplacement Support Service for employees leaving the organisation due to redundancy	Ongoing	

## Operational Priorities

REWARD				
To reward, recognise, motivate and retain outstanding staff at all levels				
Description		Projects/initiatives	Estimated date of delivery	Status
To reward fairly, transparently and competitively whilst allowing for changing external pressures	Reward operational work	CAMbens employee benefits salary sacrifice administration	Ongoing	
		CAMbens non-salary sacrifice administration and shared equity scheme	Ongoing	
		Mandatory gender gap reporting	01 March 2018	
		Annual pay award	01 August 2017	
		Market pay and Advanced Contribution Supplement administration	Ongoing	
		National and voluntary living wage updates	01 April 2018	
		University payment system annual review	Ongoing	
		Non pensionable payment annual exercise	Ongoing	
		Grading and job evaluation	Ongoing	
		Annual salary surveys eg. UCEA XpertHR and Russell Group,	Ongoing	
		Senior academic promotions annual exercise	Ongoing	
		Administration of various contribution reward and progression schemes	Ongoing	

## Operational Priorities

REWARD continued				
To reward, recognise, motivate and retain outstanding staff at all levels				
Description		Projects/initiatives	Estimated date of delivery	Status
To reward fairly, transparently and competitively whilst allowing for changing external pressures	Pensions operational work	USS team (monthly files, queries from staff, forms)	Ongoing	
		CPS, Colleges, Press pension schemes, MRC administration and Annual report and accounts	Ongoing	
		Review, consult and implement any necessary changes to our administration of USS Pension Scheme following the 2017 triennial valuation and UUK scenario proposals	01 April 2018	
		Ongoing implementation of SILP	Ongoing	
	Childcare Office operational work	Salary Exchange Schemes for childcare, including nursery fees and childcare vouchers	Ongoing	
		Management of existing Nursery contracts, including processing applications and placements	Ongoing	
		Playscheme planning for each school holiday period for around 170 children per day	Ongoing	
		Information to staff and students, e-newsletters, general enquiries re childcare	Ongoing	
To reward fairly, transparently and competitively whilst allowing for changing external pressures	HR Systems & Analysis operational work	HESA staff return	Ongoing	
		Support for Cubane Uniforum Benchmarking Exercise	Ongoing	
		CHRIS upgrade (bug fixes & tax year end)	Ongoing	
		CHRIS upgrade (bug fixes & HESA changes)	Ongoing	
		Supporting and training users in their use of HR Systems	Ongoing	
		Producing ad hoc reports from HR and payroll data	Ongoing	
		Operational support of HR systems	Ongoing	

## Operational Priorities

THRIVING AND INCLUSIVE COMMUNITY				
To foster a thriving community and culture of inclusivity, diversity, health and well-being.				
Description	Objectives	Project / Operational activity	Estimated date of delivery	Status
Operational work to embed a supportive culture which is inclusive, positive and fair where opportunities are open to all, people can lead and are led effectively and change is well managed	Increase workforce diversity, in particular at senior levels	Progress Gender Equality Steering Group (GESG) workstreams e.g. SAP CV scheme, technical changes to University processes and review of membership, diversity profile and accessibility of influential committees	01 October 2018	
	Ensuring a culturally inclusive and supportive culture for work and study (including parents and carers)	Further develop internal benchmarking indicators	01 October 2018	
		Deliver annual programme of E&D related events, eg International Women's Day and LGBT History Month	01 October 2018	
	Maintain compliance, data and disclosure and increase best practice	Support and promote the use of EAAs (Equality Assurance Assessments) in implementing projects, change and broader decision making across the University. Provide EAA briefing sessions and workshops	01 October 2018	
		Implementation of E&D Schools Liaison role, reporting and local objectives across the Schools	Ongoing	
	Develop and promote best practice beyond basic legal compliance	Deliver unconscious bias training and related projects (E&D online training module)	Ongoing	
		Progress Diversity Networks, LGBT+, WiSETI, SPACE and other initiatives	Ongoing	