

WORKING GROUP 4 Staff Induction and Training

Objective	Priority Rating	Specific Actions	Baseline Data and/or Rationale	Impact Measures
<p>OBJECTIVE 6: SUPPORTING CAREER PROGRESSION FOR PSS STAFF AND SUPPORTING OUR LINE MANAGERS</p> <p>Specific Objective : Achieve and improve our inclusive culture among PSS staff and Improve knowledge of our line managers</p>	MEDIUM	6.2 We will provide additional training to our Line Managers through our new manager tool kit and evaluate the impact of the toolkit.	<p>Baseline Data In our 2022 Athena Swan report we noted that our Line Managers have different levels of knowledge and have different levels of experience in supporting junior staff.</p> <p>Rationale We have many Line Managers whose experience in managing others and knowledge of the University policies can differ. By providing additional support to this group of staff we hope that our Contract Researchers and other staff will gain more consistent support from their line managers.</p>	<p>We will add additional survey questions to measure the impact and confidence of our LMs in dealing with staff in a supervisory capacity.</p> <p>We hope that 90% of our Line Managers are aware of the toolkit and are confident in dealing with staff in a supervisory capacity by 2026.</p> <p>Our annual survey results will identify whether Contract Researchers and other staff members feel supported by their line manager.</p>
<p>OBJECTIVE 7: SUPPORTING CAREER PROGRESSION FOR STAFF: INDUCTION AND TRAINING</p> <p>Specific Objective: Continued improvement of our induction and training procedures</p>	LOW	7.1 Increase participation in our buddy system for new colleagues joining the Department.	<p>Baseline Data Our 2022 HSIS survey showed that 60% had used the new buddy system and found this useful.</p> <p>Rationale We want higher numbers of staff to use our buddy system. This helps to promote an inclusive and welcoming department.</p>	<p>We want more than 75% of staff using the buddy system by 2026.</p> <p>Data collected in our annual survey will inform us about use of the scheme, awareness and measures of inclusivity.</p>

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<p>OBJECTIVE 7: SUPPORTING CAREER PROGRESSION FOR STAFF: INDUCTION AND TRAINING</p> <p>Specific Objective: Continued improvement of our induction and training procedures</p>	<p>LOW</p>	<p>7.3 Monitor the use and acceptability of the scheme by asking buddies and new colleagues to join an annual review meeting to ensure processes are being followed (see also 7.2 above). Increase in the numbers of responses from people using the scheme in our annual survey.</p>		<p>Qualitative data to inform any changes that are made to the scheme; and are documented as evidence for these changes.</p>