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New Online Courses

There are a few new online courses that have been released recently or are about to be released. HR have released an Unconscious Bias and Tackling Hate Crime courses.



Unconscious Bias course – As an equal opportunity's employer, the University is keen to ensure that all our practices are free of any bias or discrimination. However, we recognise that there are instances of bias which may be completely unintentional and even outside the conscious awareness of the perpetrators. This course on "[Unconscious Bias](#)" will address how bias and discrimination could occur without you being aware of it. It also suggests ways of combating this kind of unintentional or implicit bias. This is an essential online course for all staff, and particularly for staff who recruit and manage people.

Tackling Hate Together course – [The Tackling Hate Together Course](#) is part of our commitment to promoting equality and diversity, and to providing an inclusive and supportive environment in which all individuals have the opportunity to contribute to their full potential. This is central to our commitment to excellence in all that we do: teaching, research, and enterprise. The course explores what hate incidents are, the effects that this can have on those who experience it and wider society. It also explores what you can do if you witness or experience a hate incident and how to report it. We strongly encourage all staff to complete the course, however there are certain groups of staff such as Local Safeguarding Officers that it is mandatory to complete the course.

Supporting Student Mental Health and Wellbeing – [Supporting Student Mental Health and Wellbeing Course](#) aims to increase your awareness of mental health and wellbeing and how you can assist those that need support. This course is intended to deepen staffs awareness of wellbeing, spotting signs when someone may be experiencing low mental health, and knowing when they may be in crisis. We know early and appropriate interventions can have a positive impact on mental health, and the course will help you to consider the steps you can take, as well as signposting to appropriate support. In doing this we all help to embed the university's Health and Wellbeing Strategy.

The **Safety Unit** has recently launched two new online courses which are Fire Safety Awareness and Home Worker DSE Training and Assessment. The Fire Safety Awareness course will give staff a good understanding of fire safety that applies on campus and at home. Whilst the Home Worker DSE training and assessment will help you set yourself up well at the start of each home working session. You should receive an email from Joanne Keys <workrite_notifications@workrite.co.uk> to access both courses.

Coaching

Did you know we have a Coaching Network within the university?

The Coaching Network supports the development of all staff to think through their options in relation to a range of situations they may be dealing with in the workplace, including to support change, a change of role or promotion or to increase confidence or assertiveness.

All staff can apply to the Network to have their own coach for up to five sessions (one initial "chemistry" session and four coaching sessions) over a four to six-month period. Coachees will need to complete an online form to enable them to be matched with a suitable coach as quickly as possible. All our coaches are staff within the university who have undertaken a coaching qualification.

If you are interested in having a coach please look in the [Staff Development Hub](#) for further information and to complete the [online form](#).

We will be looking for coaches to complete a Chartered Management Institute level 5 qualification in Coaching in 2021 and to join the Coaching Network after successful completion of the qualification.

Further information about the programme and how to apply will be communicated in early 2021.

'Your Health' Newsletter

Our Occupational Health provider Duradiamond produces a monthly newsletter containing articles and information on health and wellbeing. You can see the latest editions [here](#).

HR Contacts

Do you know who to contact in HR?

Find out who is your contact for Recruitment or Operations. Who you can speak to for information on Equality, Staff Engagement, Training or Reward and Benefits.

Please get in touch with us via email or Teams calls.

Our contact information is [here](#)

Welcome and Farewell

We say farewell to Naseer Ahmed, from our OPD Team and Kelvin Adetunji, from our HR Services Team who leave us for pastures new.

We welcome Sophie Page who joins us working on the Student Jobshop.

Leadership and Management Development Programmes

The university are providing opportunities for staff to undertake leadership and management development programmes which are funded by the Apprenticeship Levy. The programmes are a level 3 in Team Leader Supervisor (First Line Management) and a level 5 in Operational Departmental Management.

The Level 3 programme is for people just starting out in or wishing to gain more knowledge and skill in team leading and first line management and will last for approximately 16 months. It is aimed at supervisors, team leaders, project officers, and others in a first line management role who:

- Support, manage and develop team members.
- Manage projects.
- Plan and monitor workloads and resources.
- Delivering operational plans.
- Solve problems.
- Build relationships internally and externally.

Whilst the level 5 programme is 18 months in duration and is for people just starting out in or wishing to gain more knowledge and skill in leadership and management. It is aimed at the Middle Manager, Operations Manager, Departmental Manager, Head of Department or a variety of specialist managers who:

- Create and deliver operational plans.
- Lead and manage a team/project.
- Manage change.
- Manage financials and resources.
- Coach and mentor.

Both programmes will start in February 2021 and will provide a thorough grounding in leadership and management and will examine the knowledge, skills and behaviours associated with the following:

- Organisational Performance; delivering results.
- Interpersonal Excellence; managing people and developing relationships.
- Personal Effectiveness; managing self.

As both programmes are funded by the apprenticeship levy there is a requirement that 20% of your time will be spent in off the job training. If you are interested in applying for either programme, please refer to the [Staff Development Hub](#) for further details and forward a completed application form, which is approved by your line manager and PVC/Director along with supplementary documents (outlined on the Staff Development Hub) by midday on Friday 4 December to LND@gre.ac.uk

South East Action Learning

For all aspiring women leaders, including alumni of the Advance HE Aurora programme, the South East Action Learning (SEAL) launched earlier in the month.

The benefits of taking part is the opportunity to network with women from other Universities and gain from their different perspectives and experiences, while also having access to a confidential space to tackle complex challenges and gain the support of your peers in taking action to address them. The collaborative development method of Action Learning was chosen as it has been consistently demonstrated that the most effective learning takes place when we are faced with a real problem to solve. By running this as a cross-institution process, it also offers the valuable opportunity to network with peers from other universities in the South East and to ensure we remain outward-facing in our thinking and our perspectives.

We are offering five places on the action learning programme (SEAL) for South East Universities. The website www.SEactionlearning.co.uk gives full details of the project, universities involved, dates and, importantly, the opportunity to [Sign Up](#) (or click on the *Get Involved* tab).

If you are interested and would like to gain a place on the programme. **The deadline for applications is Monday 7 December 2020 and we are committed to getting responses to all before the Christmas break.**



Academic Promotions 20/21

Reminder of Deadline for Application Submissions

All **applications**, accompanied by an **abridged CV** (*maximum of 2 pages*) and a **full list of publications** will need to be received by your Faculty promotions panel administrator by **Friday 29 January 2021**.

These three documents should be sent as a single PDF document.

For more details and to find out who is your Faculty promotions panel administrator see the recent [HR Bulletin](#).

WHATS ON!

[Staff Development](#)

HR Useful Dates

Payroll Cut Off

Please note that items to be processed must reach HR by 5.00 pm on the HR deadline date of **27 November** to be included for Payroll in December.

To find out more about this and other useful HR dates please see this [document](#).



Flu Jabs

It is really important that we do everything we can to take care of ourselves. To help you do that, we are pleased to let you know that staff will be able to apply for a flu vaccination voucher. This will be available to all substantive staff, colleagues currently on HPL assignments and for those students currently working on contract with the university with agreed scheduled hours.

We have sourced the service through our Occupational Health provider Duradiamond in partnership with Healthy Performance. The flu vaccination vouchers are entirely digital and can be used at a number of pharmacies. Register your interest for a flu vaccination voucher and find more information on the process [here](#).

Healthy Performance have reserved the flu vaccination vouchers for the university. We appreciate the demand for vaccinations at this time of year, and especially in the current circumstances, is high. Where feasible, staff are advised to use the flu vaccination voucher at larger outlets of the service rather than for example small local pharmacies to avoid logistical issues.

Some employees are entitled to free flu vaccinations from the NHS, including those who have certain medical conditions, are aged 65 or over, pregnant, or the main carer for an elderly or disabled person. Where this is the case, employees should access the flu vaccination through the NHS.

Christmas and New Year Closure

To recognise the hard work and dedication of staff two days extra leave has been agreed to be taken on **Wednesday 23 December 2020** and **Monday 4 January 2021** in addition to the normal Christmas and New Year closure. Therefore, the University will close on **Tuesday 22 December 2020 at 5.00 pm** and will reopen on **Tuesday 5 January 2021**. Staff who are needed to maintain essential services will be required to attend during this period.



For some staff with part-time working arrangements there may need to be flexibility on when these additional days leave are taken if they do not coincide with normal working patterns. There will also be parts of the university working on critical activity or essential services where flexibility will also be required. Please discuss this with your line manager. The two days should be taken as close to the specified dates of 23 December and 4 January as possible.