# **HR MATTERS**



News for staff and managers

Issue No 18

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## **Stonewall Workplace Equality Accreditation Application**

On Monday 4 October, the University submitted its Stonewall Workplace Equality Index accreditation application. This is a culmination of nearly a year's work by the Stonewall Accreditation Steering Group, which comprises of approximately forty staff (and some students) from across different grades/



faculties/directorates and Greenwich Student Union within the University community. The membership has delivered expertise in relation to eight core specific criteria and their related extensive sub-sections to provide narrative and evidence to meet at least the bronze employer award (minimum requirement) but with aspirations of attaining a silver or gold employer award or even positioned in the Top 100 Index?!

In addition, the Stonewall Staff Feedback Questionnaire has been published for completion between 27 September and 15 October 2021 to help Stonewall and the University examine and understand the LGBT+ and non-LGBT+ experiences and opinions of colleagues and assess key indicators of inclusion.

Further to recent communication to all the colleagues involved in this application process, we would like to take this opportunity to extend our thanks to everyone for their dedication and commitment in preparing the submission and for completing the supporting questionnaire. We look forward to updating you in January 2022, in respect of Stonewalls' assessed outcome of our evolving programme of work and projects to continue to improve the 'lived experiences' of all our LGBT+ University community and to promote and celebrate broader intersectional inclusion.

# **South East Action Learning (SEAL)**

We have recently recruited for our South East Action Learning (SEAL) development programme for women leaders and aspiring women leaders here at the University of Greenwich. The programme brings together seven universities across the South East to create a cohort of external peers to support participants in finding solutions to career challenges.

The programme focuses on using action learning as an organisational development tool which empowers people to resolve complex problems in a safe and confidential space. Action learning is about promoting courageous choice: helping people take action that is meaningful for them, and supporting them to identify their own solutions.

For further information about the South East Action Learning programme, please visit the SEAL website.



South East Action Learning

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## Discounted Gym Membership with AXA Health

We are pleased to let you know that discounted gym memberships at Nuffield Health Fitness and Wellbeing Centres are available to staff.

Find out more here.

# Staff Networks and Community

Are you interested in joining any of our staff networks or community? If you would like to find out more, please see the links below:

**BAME Staff Network** 

**Disabled Staff Network** 

LGBT+ Staff Community

Women's Staff Network

# Farewell and Welcome

We say goodbye to Esther Odukoya and Gelsi Santiago De Gloria from our HR Recruitment Team who leave us for pastures new and also to Charlotte Allen who we wish well at medical school.

We welcome Michael Imomoh to our HRIS Team, Abid Kahn to our HR Operations Team, Nicola Roberts and Amari Pinnock to our HR Recruitment Team and Olamide Odefunsho to our Jobshop Team.

Vanessa Roots joins us as our Senior HR Policy Officer and it's a big welcome back to Kelvin Adetunji who rejoins us from SAS to work in our UKVI Team.

#### **Aurora**

We are pleased to be able to offer colleagues the opportunity once again to apply for the online Aurora leadership programme. Aurora is designed to enable a people who identify as a woman, in academic and professional roles in higher education, to engage with leadership development at an earlier stage in their careers and is therefore aimed at women up to and including Senior Lecturer level (AC3) and up to and including their Professional Services equivalent (SG8).

Aurora will address the core areas associated with leadership success by using a combination of development days (four at approximately monthly intervals); introductory webinar; self-directed learning; two action learning sets and inhouse mentoring. Participants are required to demonstrate their commitment to all aspects of the programme and need to attend all the development days.

To find out more about the Aurora programme, please attend the Teams briefing sessions on **Tuesday 7 December from 1.30pm – 3.00pm**. Please use Horizon Learning to book your place on the briefing session. Once enrolled, to ensure you receive the Teams invite for the briefing session please **click 'add to calendar' and the i-cal icon**. Details of the programme and an application form can be found here

### Menopause

The university is committed to the wellbeing of its staff, where staff

Committed to being a menopause friendly employer



feel happy, supported and accepted. And that means giving you the right support when you need it. Which is why we have committed to becoming a menopause friendly employer.

The work has already started with the ongoing awareness raising sessions that Maureen Montague has facilitated over the last year and during October we celebrated World Menopause Month. On World Menopause Day on 18 October, we were pleased to welcome Professor Nicola Palmarini, Director of UK's National Innovation Centre for Ageing (NICA) who spoke about the Intergenerational aspect of the Menopause in the Workplace, Priti Heath talking about Alternative therapies and the menopause. On 22 October Carolyn Harris, MP for Swansea East spoke about the Menopause Revolution. Carolyn was elected Chair of the newly formed All-Party Parliamentary Group (APPG) on Menopause in the House of Commons – marking the first step towards securing the menopause revolution and on 29 October she secured the first milestone by having the HRT prescription costs cut.

Menopause is something we all need to understand, a subject we should all feel comfortable discussing at work. The more awareness we have, the better we can support our colleagues, friends and family. We have created a Teams site, so if you would like to join, please click the <u>Link</u>, we have an email address <u>Menopause@gre.ac.uk</u> and have also created a <u>webpage</u> where we will post information and there is <u>new guidance</u> which will help us further support those experiencing menopause symptoms.

The ongoing work will be supported with training for colleagues and line managers.

The <u>training for colleagues</u> will take place on 8 December at 10.30 – 12.00 via Teams

The <u>training for line managers</u> will take place on 8 December at 14.00-15.15 via Teams

To book your place on either session please click on the link which will take you to Horizon Learning. Please ensure you click on 'add to calendar' and the i-cal icon for the Teams link to be inserted into your calendar.

# **Updating Your Personal Data**

A reminder to all employees; please check your personal data in Horizon regularly and keep this up to date. You can change your address, emergency contacts and qualifications. You can also amend data relating to protected characteristics.

Guidance on how to access the system and use the self service functionality can be found 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.

Or who your People Partner is for your Faculty or Directorate.

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

Our contact information is here

#### WHATS ON!

**Staff Events** 

Produced by: Human Resources Directorate Southwood House Avery Hill Campus

## **Exit Questionnaire**

As we strive to become the best modern university by 2030, we must continuously support and develop our staff for success. Our <u>Exit Questionnaire</u> gives all employees regardless of contract, be that permanent or fixed-term, an opportunity to comment openly and honestly about their experience of working at the University of Greenwich. Feedback collected will enable us to understand why colleagues leave the University, monitor trends, and take action when concerns are identified.

The responses given will input into the improvement of our structures, systems, and processes to ensure that all staff, both future and current, feel valued and supported in their roles. The purpose of the questionnaire is to not only identify trends and take action where necessary. But also, to highlight positive experiences, recognise areas of excellence and promote these further.

The information collected through the Exit Questionnaire is separate to the HESA information requested when staff resigned or retired via Horizon.

### **Reverse Mentoring**

At the beginning of the academic term, we launched a new Reverse Mentoring programme which is currently being piloted in partnership with the LGBT+ Staff Community. The programme is a development opportunity in which senior colleagues hear about the lived experience of the LGBT+ Community



through their mentor, and together create awareness, action and change.

The programme is structured through a series of one-hour one-to-one conversations where both parties discuss any diversity issues in the workplace and future goals of the organisation in a safe and confidential environment. The programme aims to not only amplify the voices of the community but also enhance personal development through having a forum with a senior colleague to ask questions about their career journey and utilise their expertise.

We are initially trialling the programme over a 6-month period with the LGBT+ Staff Community and members of VCG and OMG but hope to expand the programme to additional Staff Networks and other senior colleagues following a successful launch.

If you have any questions about our reverse mentoring programme please email <u>Sian Atkins</u>, Organisation Development & Equality & Diversity Coordinator, HR.