

ABERDEEN 2040

Staff Survey 2022

Manager & Staff Guide

October 2022

Staff Survey 2022



- When will the Staff Survey 2022 take place?
 - The survey will take place from Monday 31st October to Monday 28th November 2022
- Why are we having another Staff Survey?
 - We have undertaken to run a Staff Survey every 2 years to get formal feedback from staff on what is happening in the University. Results from the 2020 survey will be used as a benchmark to see where we have improved or to highlight areas where improvement is needed.
- Who will be responsible for running the Staff Survey?
 - The staff survey will be administered by Peachy Mondays, who helped run the Race Equality Charter survey earlier this year. Individualised links will be issued by Peachy Mondays and formal communications will keep you up to date on when the links to the survey will be issued. Please do not dismiss their e-mail as Spam or an attempt at phishing.
 - Within the University, Sam Waldram, Senior HR Partner (Organisational Development) is leading the project – sam.waldram@abdn.ac.uk

Staff Survey 2022

- What is covered by the Staff Survey?

- The survey covers important areas such as Workload, Job Satisfaction, Learning & Development, Senior & Line Management, Health & Wellbeing, Equality, Diversity & Inclusion, Culture and Values, Managing Change and Communication.

- Why is it important for me to complete the survey?

- The University is genuinely committed to understanding how staff feel about working for the University and putting in place an action plan for positive change. Your views are important, be they positive or negative, and they will guide future decision-making within the University. It is hoped the feedback gained from the Survey will also enable us to identify areas of good practice and help us build on that.
- To ensure each part of the University has a reliable set of results it is important to get as many people as possible to complete the survey. In 2020 we had a completion rate of 60% and it is hoped we can improve on this in 2022.



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- How will I be able to complete the survey?



- Staff can complete the survey online using all types of devices such as desktop computers, laptops, smartphones and tablets. For staff who regularly access their University e-mail address, a link will be provided by Peachy Mondays. For staff in Estates and Facilities, who don't access their University e-mail, there will be 'kiosk' laptops available, with a direct link to the survey landing page, available at various times from departmental supervisors.
- Posters will be displayed which have a QR Code link to the Survey. You can use your own smart device to gain access.
- A copy of the link to the Staff Survey will also be published on MyHR after 31st October [Welcome - MyHR \(abdn.ac.uk\)](#)
- All of the access options will take you to a Landing Page where you will be asked to enter your Staff Number to confirm you are an employee of the University. Once entered you will have access to the full survey. You can find your 8-digit staff number on your Staff ID badge or your payslip.
- All Supervisors and Managers have been advised to give staff time during working hours to complete the survey. Take this time to have your say and make a difference.

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- Why does the Staff Survey ask for personal information such as my ethnicity and sexual orientation?
 - We ask for this information to enable us to make comparisons between different groups of staff. This allows us to better understand everyone's unique experiences, opportunities and barriers. Understanding these issues is also important so that the effectiveness of the University's Diversity Policies can be measured.
- How can I be sure my responses are anonymous?
 - The survey will be undertaken in line with the Data Protection Act and the General Data Protection Regulations (GDPR) which means that Peachy Mondays will only give the University aggregated data. They will never provide any analysis of a group of less than 5. All results and reports are completely anonymous.
 - Peachy Mondays is also ISO/IEC accredited which is a widely known international standard providing requirements for an information security management system.

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- Who will be able to access the responses to the Survey?
 - Senior Management, HoS, Directors and Managers will be able to access the anonymised results and comments for their specific areas, in line with the information provided above.
 - HR staff involved with the Staff Survey project will also be able to access the anonymised data and comments.
 - Relevant content from the comments made in the survey will be used by relevant committees and working group to ensure that the decisions made in these groups address the issues raised.

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- How will the results be made available to the University community?
 - The initial high level results will be made available soon after the survey closes
 - A comparison of the 2020 and 2022 results will be published for information
 - Reports will be issued following feedback from Peachy Mondays detailing the issues highlighted by the results
 - School and Directorate presentations will provide feedback on their results and action plans for individual areas
 - An Open Session with Karl Leydecker and Tracey Slaven will be arranged to update staff on the University wide outcomes and the Action Plan which result from them

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- Has a Data Protection Impact Assessment been undertaken?
 - A Data Protection Impact Assessment has been undertaken and approved by the Director of Digital & Information Services.
- What do I do if I have any further questions?
 - A Q&A sheet is available and can be accessed on StaffNet - [here](#). A reminder link will be sent out with the official pre-survey communications.
 - Contact Sam Waldram, Senior HR Partner (Organisational Development) – sam.Waldram@abdn.ac.uk