

GO BEYOND BOUNDARIES

# Staff Survey 2024

Manager & Staff Guide

October 2024

## Staff Survey 2024



- The survey will take place from Monday 4<sup>th</sup> November to Monday 2<sup>nd</sup> December
- We have undertaken to run Staff Survey every 2 years to get formal feedback from staff on what is happening in the University.
- The survey will be administered by Peachy Monday, who helped run the 2022 survey. You will receive an invite e-mail from them the day the survey is launched.
- Within the University, Sam Waldram, Senior HR Partner, is leading the project – [sam.waldram@abdn.ac.uk](mailto:sam.waldram@abdn.ac.uk)



## What's covered by the Survey?

Workload

Job Satisfaction

Learning & Development

Senior & Line Management

Health & Wellbeing

Equality, Diversity & Inclusion

Culture and Values

Managing Change

Communication

# Why should I complete the survey?

A University ever-evolving

- Your voice matters!
- The University is committed to understanding how staff feel about working here
- Your views are important to guide future decision and policy making
- The results will help to put in place an informed action plan for positive change
- Higher response rates help to give results which are representative of the whole community. We aim to improve against the 51% response rate of 2022.
- Staff on minimum hours contracts had a low response rate in 2022 so we are keen to hear from them in this survey

## How can I complete the survey?

There are a number of ways to complete the survey:

- An e-mail will be sent directly to your University e-mail address by Peachy Mondays with a personalised direct link to the survey.
- Posters around campus will display a QR code
- A link will be available on MyHR ([MyHR](#))

What can I use to complete the survey?

- Desktop Computers
- Laptops
- Smartphones
- Tablets
- Kiosk Computers for some staff in Estates & Facilities

If you use the Kiosk computers, the QR code or the MyHR link you will have to enter your Staff Number to prove you are eligible to take part. You can find this on your Staff ID badge. Your response will still be anonymous.

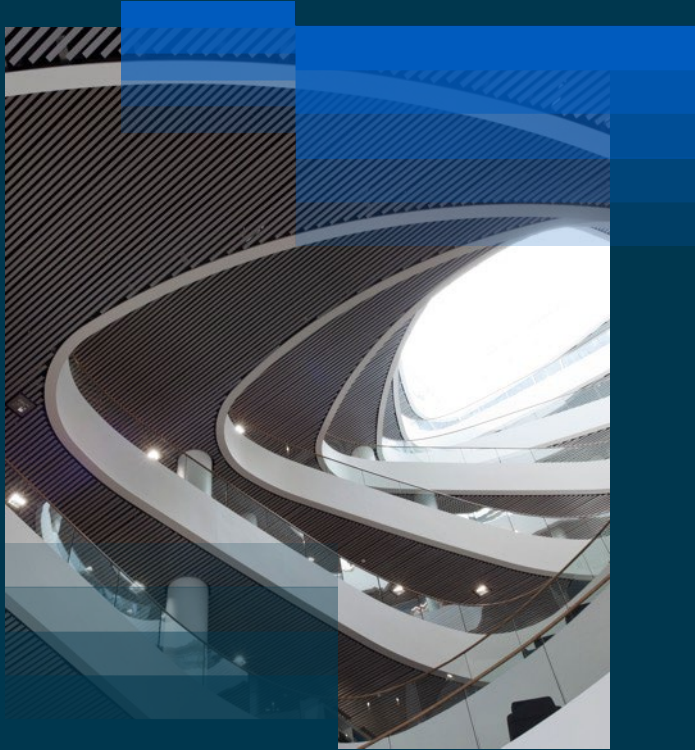
## Personal Data & Anonymity



- We ask for information such as ethnicity and sexual orientation to enable us to make comparisons between different groups of staff
- This allows us to better understand everyone's experiences, opportunities and barriers. It also allows us to assess the effectiveness of the University's Diversity policies
- The survey is undertaken in line with the Data Protection Act and the General Protection Legislation (GDPR)
- Peachy Mondays can only give the University aggregated data and all information is completely anonymous
- Peachy Mondays will never provide analysis on groups of less than 5 to avoid staff being identified.
- Peachy Mondays is ISO/IEC accredited which a widely known standard providing requirements for information security management
- A data impact assessment has been undertaken

## Who can access the survey responses?

- Senior Management, Heads of School, Directors and Managers will be able to access the anonymised results and comments for their own specific areas
- HR staff involved with the Staff Survey project will also be able to access the anonymised data and comments
- Relevant content from the comments may be used by relevant committees and working groups to ensure that decisions made address the issues raised
- High level summaries of the comments will be available for all staff once the survey results are published



## Staff Survey Results

- High level results will be available soon after the survey closes
- Reports will be issued following feedback from Peachy Mondays detailing the issues highlighted by the results
- Schools and Directorates will provide feedback to staff on their own results
- An Open Session will be arranged to update staff on University wide outcomes and any resulting Action Plans



## What if I have any further questions?

A Frequently Asked Question Sheet (FAQ's) is available and can be accessed on StaffNet:

LINK

Or

Contact Sam Waldram, Senior HR Partner  
(Organisational Development):

[Sam.Waldram@abdn.ac.uk](mailto:Sam.Waldram@abdn.ac.uk)