PULSE Report 2018

PULSE Action Plan

Thank you to everyone who participated in the PULSE 2018 survey. We have now produced our action plan where we have identified areas to celebrate and build upon and to focus and improve on.

We will be celebrating the following two areas which we also scored highly in: ‘Communication’ and ‘Proud to Work in Physics’ which celebrates our high staff engagement levels. The area we would like to improve upon is the PDR process.

Communication
We will be doing this by continuing with our termly newsletter as well as our recently introduced alumni newsletter. We will ensure that staff are kept updated on relevant matters in between the termly newsletters by sending out announcements via email to the department. We want our website and webpages to be interesting, current and relevant. We would ask all staff to please check their webpages at least every six months to update and delete as required.

Proud to Work in Physics
We want to recognise our high staff engagement levels and the commitment of line managers and our positive line manager/employee relationships. This was our highest scoring question. We will continue with our good working practices and continue to support all our staff with their personal and professional development and recognise staff achievements through the University recognition and awards schemes.

PDR Process
This was our highest negative scoring question. We will be asking staff for feedback to understand exactly what the issues are and how staff think the process could be improved. We will then liaise with Central HR with our findings. This was an area of dissatisfaction across the University and not just Physics. Please take the time to provide your feedback as without this we cannot address the underlying issues.

If you have any further suggestions of what we could do within these areas, I would be really grateful for your comments. Please send these to a.rahman@warwick.ac.uk.

PULSE Survey Comments

Please find below responses to some of the comments that were raised.

Car Parking
Parking as always was a common theme. The new Kirby Corner Park (University House car park) is scheduled to open in January 2019 and will offer 1300 spaces. In the meantime, most staff are parking in Lynchgate carpark (by Tesco) without any issues. Lynchgate carpark is for staff permit holders only. It takes just over 5 minutes to walk to Physics walking past the Zeeman building.

In a recent article, HESA (Higher Education Statistics Agency), ranked Warwick 15th out of 142 Universities for car parking: https://wonkhe.com/blogs/between-the-lines-the-first-uk-he-car-parking-ranking/

Staff Facilities
We are currently in contact with Estates to see if our third floor Physics toilets can be unisex. The ground floor toilets by the passenger lifts are unisex and there are unisex toilets in the MAS building.
**Staff Development**

*Research Staff*

The Learning & Development Centre (LDC) has an excellent programme of events and support for Research Staff: [https://warwick.ac.uk/services/ldc/researchers/](https://warwick.ac.uk/services/ldc/researchers/). This includes 1 to 1 support in key areas of your research and career progression, and funding to facilitate research and career development opportunities. In addition to the programme of events and individual support, the LDC has secured funding to support Research Active Staff activities for developing engagement, impact, career and leadership.

The LDC aims to support the research community and inform research active staff of networking opportunities across the university. More details on LDC support for the research community can be found here: [https://warwick.ac.uk/services/ldc/researchers/community/](https://warwick.ac.uk/services/ldc/researchers/community/).

**Technicians**

The University supports the [Technician Commitment](https://warwick.ac.uk/research/technicians/ourtechniciancommitment/), a sector-wide initiative aimed at addressing key challenges facing technical staff. In May 2017, the University produced a 24 month action plan listing 10 actions on what will be achieved. One of these actions is: ‘Develop Technician Job Family Profiles, to provide a framework which is transparent, fair and enables clear equality of opportunity for development and progression, through to Professorial-grade equivalent.’

Further details including the full action plan can be found here: [https://warwick.ac.uk/research/technicians/ourtechniciancommitment/](https://warwick.ac.uk/research/technicians/ourtechniciancommitment/).

**Staff Recognition**

For employees who go above and beyond their role, the University runs a merit pay scheme as well as the University Staff Awards with various categories. There are also more specific awards for teaching as well as external awards where Physics staff have been nominated.

**Departmental Support**

*Recruitment*

The University has a dedicated immigration team who can provide expert advice on visa issues. In the first instance, you should contact Ayesha or Dan via physicshr@warwick.ac.uk who can then direct you to our Central HR immigration team if your query is of a more specific nature.

Other queries relating to HR processes can also be sent to this email address.

*Research and Impact Services*

We have a team of people from RIS and Research Finance who have a presence in Physics during the week. Their contact details are here: [https://warwick.ac.uk/fac/sci/physics/staff/external/](https://warwick.ac.uk/fac/sci/physics/staff/external/).

**Equality and Diversity**

Please see our webpages for the equality and diversity work we are doing in Physics: [https://warwick.ac.uk/fac/sci/physics/staff/working](https://warwick.ac.uk/fac/sci/physics/staff/working). This page also has links to the University diversity pages. We ask all staff to undertake the Unconscious Bias training: [Unconscious Bias 1 and 2](#), as well as our [diversity module](#) and [recruitment module](#) (if necessary).

Inappropriate comments, behaviour or bullying will not be tolerated. All specific reported instances of bullying and harassment will be investigated. Staff who wish to speak to someone in confidence regarding bullying and harassment can find reporting options here: [https://www2.warwick.ac.uk/services/equalops/dignityatwarwick/report](https://www2.warwick.ac.uk/services/equalops/dignityatwarwick/report). Reports can be made anonymously and there are options to speak to people outside of the Department.
Staff with Caring Responsibilities
For working parents and others with caring responsibilities, Warwick offers a range of flexible working options:
https://warwick.ac.uk/services/humanresources/internal/wellbeing/flexibleworking.

The department will consider any request for flexible working and will try to accommodate such requests. See our departmental information on working patterns:
https://warwick.ac.uk/fac/sci/physics/intranet/administrative/flexi.

The University also runs a holiday scheme during school holidays:
https://warwick.ac.uk/services/childrensservices/holidayschemes. The holiday scheme accepts childcare vouchers which staff can apply for:
https://warwick.ac.uk/services/humanresources/internal/payroll/info/salaries/vouchers. These vouchers are deducted via the salary sacrifice scheme and are exempt from tax and National Insurance.

There is a planned expansion for the campus nursery which will mean additional places being made available for staff with children.

Warwick Staff Forums
Warwick has an active staff forum site here: https://warwick.ac.uk/insite/staff_forums. There are a number of different forums from small ads, sharing events, ‘ask a colleague’, volunteering and charity activity. You can also suggest additional forums that you would like to see.