

FMS HR Newsletter

May 2019

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New Executive Director of HR

We welcomed Adrienne McFarland as the new Executive Director of HR last month. Adrienne is a NU alumni and was a lay member of Council from 2017 to 2019.

As you can imagine, she’s had to find her feet pretty quickly (she attended Council and Senate meetings on her first day!).



2019 Pay Review

The 2019 Pay Review process has now launched. The aim of pay review is to reward individuals who are achieving excellent standards of contribution and performance in their roles through award of accelerated or discretionary increments. There is also the opportunity to submit team awards in the form of a one-off bonus payment for operational staff within Estates, Catering and Accommodation. All the relevant documentation can be found on the HR pay and progression pages [here](#).

Employee Assistance Programme (EAP)

Managing Staff Wellbeing

EAP provides support services for line managers including: how to have difficult conversations; managing complex long-term sickness cases; coping with mental health concerns; and managing stress at work. For more information and log-in details please visit our [EAP webpages](#).

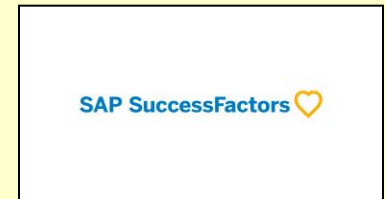
May’s health and wellbeing events and tips include:

Wellbeing article	Mental health awareness week – 13 th to 19 th May
Advice article	LGBT rights – Ways in which the law in the UK has
Topical article	changed Sun awareness week – 14 th to 20 th May
Webinar	Nutrition



HR Modernisation – Staff Recruitment

The first major project of the HR Modernisation Programme is now underway focussing on Staff Recruitment, the first major deliverable is the implementation of a new e-recruitment solution from 1st August this year. The new system will challenge us to think about how we recruit and encourage us to move to greater standardisation of our recruitment processes. We will also be reviewing the content and tone of our recruitment communications from email templates to job offer documents and how we present our vacancy information. We'll have a brand new career site displaying a fresh view of the University to our international job candidate pool, containing fresh imagery and video.



In planning for the go-live of the new solution it will be necessary to phase out the advertising of jobs on the current recruitment system with the last date for posting being 24th June to enable the closure of our current external career site on 30th July. Our new system should be available around the middle of July to begin pushing new vacancies through the approval process for go-live on 1 August. The Project Team will be visiting key stakeholder meetings in the coming weeks to discuss this in more detail. Further information about the project can be found [here](#).



For Families Project

The aspiration of the project team is that we become a more family-friendly university, with "best-in-class" practices and a supportive environment that enables our parents to thrive.

The project team has set up 9 working groups and each quarter 10-15 priorities are focused on. Some of the main action items that are being worked on during quarter 2 are analysis of Carer Survey findings; review of eligibility criteria for all family-friendly leave; proposal for an NU holiday scheme for 11-15 year olds; audit of rooms currently used for nursing parents and identifying gaps; and the launch of the Parent Hub.

The [website](#) provides information on all the working groups, events and 'you said, we did'.

Gamesweek: a sports play schemes run at the Royal Grammar School, have agreed to allow Newcastle University staff to have a 'guided tour' of Gamesweek (on an appointment basis) during Week 1 (8-12 July) & Week 2 (15-19 July) of their Summer school. To book these guided tours please contact enquiries@gamesweek.co.uk

Holiday Play Schemes

The 'For Families' team are working on exploring partnerships with providers of holiday play schemes as well as the feasibility of running our own in-house scheme. We will keep you posted as those discussions progress.

OD Workshop - The Imposter Within: Recognising and Managing Imposter Syndrome

At the end of the workshop participants will be able to:

- Define imposter syndrome
- Describe the ways that imposter syndrome can impact on our behaviour
- See how common 'imposterism' is and how it impacts ourselves and others
- Understand some of the causes of imposter syndrome and exacerbating factors, (these may include protected characteristics)
- Outline some strategies for recognising and managing these feelings and shoring up self confidence



Date: 8th May, 10.30-12.30pm

Facilitator: Rachel Tobbell

For more information please visit: <https://elements.ncl.ac.uk/course/view.php?id=1036>



NCL Rewards

Benefits and offers from thousands of retailers.

In May there are additional discounts for Not on the High Street; B&Q; National Garden Centres and Forest Holidays. Please [visit](#).

Public Holidays and Closure days for 2019/20 Annual Leave year

- Tuesday 24 December 2019 (closure day)
- Wednesday 25 December 2019 (public holiday)
- Thursday 26 December 2019 (public holiday)
- Friday 27 December 2019 (closure day)
- Monday 30 December 2019 (closure day)
- Tuesday 31 December 2019 (closure day)
- Wednesday 1 January 2020 (public holiday)
- Friday 10 April 2020 (public holiday)
- Monday 13 April 2020 (public holiday)
- Monday 4 May 2020 (public holiday)
- Monday 25 May 2020 (public holiday)
- Monday 31 August 2020 (public holiday)



Job Evaluation Panel



The next job evaluation panel is scheduled for 5 June 2019. Please send job regrading requests through to sean.bayley@newcastle.ac.uk by 29 May 2019.

Upcoming Events 2019

A snapshot of some important dates. Please refer to the [Staff Homepage](#) for all events

May Payroll Deadline	Friday 10 May (HR input, fees, overtime and monthly hours returns)
Early Spring Bank Holiday	Monday 6 May
Late Spring Bank Holiday	Monday 27 May
Professional Services Conference	Monday 1 July
Late Summer Bank Holiday	Monday 26 August

Your Faculty of Medical Sciences HR Team

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Gillian.Harrison@ncl.ac.uk (88317) - HR Adviser

Emily.Thomas@ncl.ac.uk (88465) - HR Adviser

Your Organisational Development Contact

Julie.Bullimore@ncl.ac.uk (82277)

Central HR Admin

Employment.Solutions@ncl.ac.uk (89972) for day-to-day employment queries.

Recruitment@ncl.ac.uk (89971) for recruitment and new appointments.

Hrbusiness.support@ncl.ac.uk (89973) for spotlight awards, childcare vouchers and pensions.