Message from Julian Duxfield, Director of HR

As you are probably aware I am leaving my role to pursue other interests. Many thanks to everyone who has sent me messages of support and farewell. I have thoroughly enjoyed working here for the last 9 years and I will miss this world-class university and the amazing people who work here.

Over the last couple of weeks I have been conducting a handover to Peter Brook, the incoming interim Director of HR. Peter joins us with very good knowledge of the sector; he was HR Director at the University of Portsmouth and has significant experience in other senior HR roles both in HE and elsewhere. I hope you will give him a warm welcome.

Upcoming events

- 12th May – Supporting Neurodivergent Staff
- 12th May – Advoiding Burnout
- 24th May – Creating an inclusive culture
- 31 May – Being an effective bystander
- 6th June – Behaviours and the COVID pandemic
- 8th June – Caring, Connecting and your Career
- 9th June – Understanding and managing troubling mental images
- 16th June – Anti-racist allyship
- 13th July – Alternative voices

Updates

New: Supporting Ukrainian refugee host families

Members of staff hosting Ukrainian refugees under the Government's Homes for Ukraine scheme may take paid leave for a period ranging from half a day to 2 days in order to collect their Ukrainian refugee guests, help them settle in and deal with any issues which may arise. Up to 5 days paid leave of this type may be taken in the 12 month period starting from the arrival date of the refugee/s. Departments may ask to see proof of acceptance as a host under the scheme.

Award for Excellence exercise launched for 2022

The 2022 Awards for Excellence scheme takes place between February and August 2022. The review period is January 2021 to December 2021 and awards will be implemented in the August 2022 payroll. The Scheme's guidelines and forms have been updated and are available now on the HR Support website.

Our Mental Wellness: Understanding and managing troubling mental images

Thursday 9 June, 10:00am – 10:45am (via Zoom)

Troubling mental images, such as bad memories, fearful 'flashforwards' and negative images of the self can impact our mental health and sense of self. In this talk from the Department of Experimental Psychology, Hannah Murray will explore how negative mental images can affect us, how psychological therapy can help, and how, in our day-to-day lives, we can transform our own troubling mental images. A Q&A will follow, chaired by Cathy Creswell.

Find out more and register or Catch up on previous talks in the series on Youtube

MPLS ED&I training sessions

The MPLS ED&I training team have created a range of training for staff and students which is available for all university staff and students.

To see the full list and to book on to a training session please visit their website.

Overseas sabbaticals

If you spend time overseas during a period of sabbatical leave, please note that the International Working Arrangements policy may apply. Double tax treaties and reciprocal social security exemptions are not always available; the University may be required to withhold and pay tax and/or social security overseas through a local shadow payroll. Other requirements may include employment contract amendments, supplementary insurance policies, and other tax obligations. You will also need the correct visa type or immigration status to enter the overseas location and undertake the planned activities for the full period of your intended visit

Annual Equality Report

The Equality and Diversity Unit recently published the University's statutory Equality Report for the year 2020/21. The Report provides examples of activity in support of equality, diversity and inclusion at Oxford along with key items of staff and student diversity data. The underlying data are also available in an accessible Excel file on the EDU website.

The Report shows that we are making progress on:

- Diversity in senior leadership and governance
- Undergraduate admissions and attainment gaps

However, we have stalled on improving the representation of women and Black and Minority Ethnic staff in senior academic roles and our performance in the revised Stonewall Workplace Equality Index. You can download the Report from the EDU website.

New diversity targets

Following an extensive consultation process, Council approved specific diversity targets to underpin the University's equality objectives to:

- Ensure University decision-making and governance structures are representative of the University community
- Increase the proportion of women in senior academic roles
- Increase the proportion of Black and Minority Ethnic staff in senior roles

Please see the EDU website and the latest Equality Report for full details. You can help us to measure our progress towards them, and set targets in relation to other protected characteristics, by updating your confidential staff record in HR Self-Service.

Keeping your staff record up to date

Our staffing data is full of gaps. For example, while 5% of staff records show that the individual has declared a disability, 9% of respondents to last year's Staff Experience Survey identified as disabled, compared with up to 20% of working age adults. 5% of staff have selected the option to 'prefer not to say' whether they have a disability, which may indicate that some people don't feel confident that their details will remain private, while a further 11% of our staff records simply do not include any information about disability at all. This lack of data hampers our efforts to improve equality, diversity and inclusion at Oxford. For example, it is difficult to make a compelling case for more resources to support disabled staff if we don't have a good idea how many disabled staff we have in the first place.

Better quality diversity data would also help us to:

- Improve policy and decision-making processes
- Identify inequalities and take action to eliminate them
- Set University priorities and allocate resources
- Share responsibility for improving equity and inclusion at Oxford

Updating your confidential staff record is quick, easy and will help us make Oxford a more equal and inclusive place. The diversity data you provide cannot be seen by your manager or departmental HR. Only a handful of essential staff in the University's central HR teams, such as the Equality and Diversity Unit, can see individuals' diversity details. Your personal data will only be used in aggregate figures and will not be used in ways that allow you to be identified as an individual. You can find out more about data protection at Oxford on the Information Compliance website.

How to update your record

1. Login to HR Self-Service via the Staff Gateway (remember to turn on your VPN if you are working from home)
2. Click on your initials in the top right-hand corner to access 'My Profile'
3. Check that your contact details, address and emergency contact are all up to date
4. Click on 'Diversity' in the left-hand column
5. Complete any missing details under 'Background' and 'Disability'

In keeping with our commitment to data privacy, if you update information about your disability status, this will not be shared with anyone else. If you have a disability that impacts you at work, and you do not already have support measures in place, please speak to your line manager or the Equality and Diversity Unit's Staff Disability Advisor, Sarah Stephenson-Hunter, about any adjustments and support you might need. There is information on support for disabled staff on the EDU website.

Modern Slavery Act

If you use external temporary staffing agencies please remember the importance of compliance with the Modern Slavery Act. A short e-learning course, *A Guide to Modern Slavery*, is now available to provide an awareness of the topic and related issues. Staff can use the quick registration process to sign up on the Purchasing Training website.