

This Action Plan has been developed by the Your Voice Working Group, as part of the People & Infrastructure Committee (PIC) to address 3 priority areas identified in the 2022 Your Voice Staff Survey.



We are pleased to share the Action Plan and value feedback or suggestions from everyone across the College.

Managing Workload & Wellbeing

Action	Working Group Representative/s
Explore the type of recognition people would like (e.g., celebrate all profession days, celebrate success with announcements, personalised recognition from leaders, formal recognition, letter from VPED)	Paul Cooper, Daxine Waterman, Emily Lawrie
Introducing wellbeing initiatives that enhance work-life balance (e.g., FoodFare2Go, fitness sessions)	Denise O'Connell, Alicia Bell, Michelle Miller
Adding a Healthy Work Habits to Our Culture document to outline Ways of Working to foster work-life balance so people can embrace the flexibility we have and feel comfortable to use it – make it more explicit and endorsed by leadership team / supervisors / senior staff. Communication/training with senior staff to ensure role modelling healthy working habits and encouraging others to take breaks/take time back	Amanda Muller, Ranjay Chakraborty, Emily Lawrie, Claire Hutchinson
Identify training/coaching for staff and supervisors to foster resilience and wellbeing – including face-to-face training as well as developing a webpage with tips/tools on managing workload, setting boundaries, supporting people to cope with high demands – ensure clear messaging about healthy working habits / expectations	Amanda Muller, Emily Lawrie, Paul Cooper, Alicia Bell
Provide input on the best format and dissemination of communication to increase transparency regarding the workload model and address points of confusion and complexity	Amanda Muller, Louisa Matwiejczyk, Michelle Miller
Recommend best practice considerations to Dean Ed / Academic Leads regarding support structures required for Academic staff to manage workload e.g., program for new staff (e.g., transition from clinician – academic, or casual – ongoing), linking research and teaching, quality assurance activities for topic development etc.	Louisa Matwiejczyk, Michelle Miller

Supporting Growth & Development

Action

Working Group Representative/s

Support and mentoring for staff applying for promotion – increase resources to support success

Louisa Matwiejczyk, Tori Llewelyn, Holly Sparrow

Review onboarding session & new staff experience – improve clarity on processes and responsibilities

Craig Phillips, Irene Belperio, Matt Sutton

Review / enhance annual performance review process to include greater focus on identifying training and development needs, and creating a support / progression plan

Claire Hutchinson, Irene Belperio, Michelle Miller

Review how we can promote secondments/up-skilling to assist internal progression opportunities
Develop offering of additional development opportunities (e.g., career counselling, job shadowing scheme, group mentoring – mock interview)

Claire Hutchinson, Layla Plummer, Mallika Prem Senthil

Improving Processes & Efficiencies

Action

Working Group Representative/s

Improve staff oversight/understanding of processes by 'showcasing' a process each month – include in Lunch N Learns

Matt Sutton, Daxine Waterman

 If you have any feedback or suggestions regarding the Action Plan, please contact the staff responsible for leading these initiatives in our Your Voice Working Group or provide feedback anonymously via Qualtrics



University-Wide Action Plan

In addition to the Actions identified by the CNHS Your Voice Working Group, the University have also released a University-wide Action Plan focusing on:

- Streamlining processes and reducing bureaucracy
- Improvements to our recruitment and selection activities to make Flinders more attractive to prospective employees
- Reviewing our performance review and development process to enhance career planning
- Enhancing how we lead and communicate change.

This action plan is available on the Intranet <https://staff.flinders.edu.au/comms/your-voice>