



**Flinders University**

**Your Voice Action Plan**

**College of Nursing and Health Sciences**

**2024 - 2026**

## Background

The Your Voice Survey is an employee engagement survey conducted every two years at Flinders University.

Your Voice gives staff a chance to provide feedback via an independent organisation, so input remains confidential and anonymous. The survey gives staff an opportunity to have their say on a range of topics such as job satisfaction, supervision, teamwork, communication, efficiency, as well as local management and College and university leadership.

The survey results are used to inform planning for the whole of University, and within Portfolios and Colleges with the aim of making Flinders a better place to work. The year-to-year comparison also helps us track our progress.

To develop meaningful Action Plans and effectively implement some great initiatives the College of Nursing and Health Sciences (CNHS) have developed a Your Voice Working Group, as part of the CNHS People & Infrastructure Committee.

Our current Working Group members include:

<ul style="list-style-type: none"><li>• <b>Emily Lawrie (Chair)</b></li><li>• <b>Michelle Miller</b></li><li>• <b>Daxine Waterman</b></li><li>• <b>Amanda Muller</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Craig Phillips</b></li><li>• <b>Donelle Arthur</b></li><li>• <b>Jodie Price</b></li><li>• <b>Karen Scott</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Louisa Matwiejczyk</b></li><li>• <b>Matt Sutton</b></li><li>• <b>Tegan Putsey</b></li><li>• <b>Wendy Looi-Penhall</b></li></ul>
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The focus on enhancing employee engagement is closely aligned to the Flinders University 2025 Agenda, which “puts People and Culture first since our collective success depends upon the achievements of our people, and it is our culture that will sustain that success into the future.” The CNHS Strategic Plan (2023-2027) also includes ‘Our People’ as a key pillar, with the aim to create a culture of care that enhances the wellbeing of our staff and values the diversity of staff contributions.

The Your Voice Working Group determined 3 key priority areas based on the 2024 survey results:

- (1) Managing Workload & Wellbeing
- (2) Supporting Growth & Development
- (3) Improving Processes & Systems

An Action Plan has been developed by the Working Group to address CNHS specific-focus areas to support academic and professional staff, but also involves contributing to University-wide priorities.

The Action Plan has been endorsed by the People & Infrastructure committee and has been shared with each team across CNHS so all staff had an opportunity to provide input. Progress updates will be communicated to staff via CNHS Central and staff will have opportunities to provide feedback or be involved in sub working groups.

The Action Plan will also be shared with the Senior Executive Team (SET) to support development of University-wide Action Planning. Additionally, some items in the CNHS Action Plan will require collaboration with others across the University to influence central processes and ensure appropriate implementation of initiatives.

## Action Plan: College of Nursing and Health Sciences

Academic/ Professional staff (who will benefit from this?)	Goal (what do you want to achieve?)	Strategy (how will you get there?)	Progress / Monitoring (what action is planned or completed?)	Deadline (by when?)	Responsible Person
<b>Objective 1: Managing Workload &amp; Wellbeing</b>					
Academic	Managing Workload & Wellbeing  Success Indicator – Workload allocations are reasonable and transparent	Implementation and review of the Academic Workload Model, with supporting guidance information for academic supervisors and staff to achieve consistency across the college facilitating healthy work habits.	Dean P&R provided opportunity for staff feedback via email and drop-in sessions to discuss any issues or concerns (March 2025)  Regular opportunities will be provided for staff consultation and feedback regarding the workload model, including sharing feedback summaries and any actions / changes (Ongoing, Dean P&R)	Ongoing	Dean P&R, Deans(s), Academic Leads, P&C, Academic Workload Committee
Academic	Managing Workload & Wellbeing  Success Indicator – Staff are equipped with strategies and tools to effectively manage workload  Staff feel comfortable navigating digital systems to perform	Improve academic work activities to reduce workload (i.e. assessment type, Gen AI + AI, assessment policy) and increase digital literacy	YVWG to explore opportunities for upskilling in co- pilot  Develop a toolkit and examples for how Gen AI can be used ethically and appropriately to reduce staff workload – discuss with Dean Ed & TPDs	July 2026	Dean Education, TPD, YVWG: Sub Working Group  YVWG Sub Working Group Members: Amanda Muller, Matt Sutton, Louisa Matwiejczyk, Donelle Arthur

	their role and increase efficiency				
Academic & Professional	<p>Managing Workload &amp; Wellbeing</p> <p>Success indicator/s – A culture is fostered where work-life balance is encouraged</p> <p>- Staff are equipped with strategies and tools to effectively manage workload / job stress</p>	Continue implementation and embedding of the Our Culture statement and good workplace practices to ensure healthy work habits and sustainable ways of working are prioritised for all staff.	<p>YVWG to support leaders to implement within their teams (if not already completed), or explore how to support teams to further embed this into ways of working to ensure all staff are role modelling healthy working habits</p> <p>Consider re-sharing on CNHS Central as well as creating awareness of current examples working well for individuals / teams</p>	July 2026	<p>Director College Services, Dean P&amp;R, P&amp;C, YVWG: Sub Working Group</p> <p>YVWG Sub Working Group Members: Amanda Muller Karen Scott Emily Lawrie</p>
<b>Objective 2: Supporting Growth &amp; Development</b>					
Academic & Professional	<p>Supporting Growth &amp; Development</p> <p>Success indicator – Staff and supervisors understand the performance review process and have meaningful conversations to support development</p>	Provide people centred guidance information to support annual performance review, with more conversation occurring (e.g. quarterly), that support employee led conversations.	<p>Training and development to staff and supervisors</p> <ul style="list-style-type: none"> <li>- Central university-wide sessions being delivered to provide overview of PRD process to support staff and supervisors</li> <li>- Additional training session being delivered to provide overview and support academic staff with CNHS PRD process (date TBC)</li> </ul> <p>YVWG to consider sending a pulse check to supervisors to understand what support is needed</p> <p>Develop and share tools in line with best practice to support staff and supervisors to have meaningful conversations that support and facilitate development and assist staff to</p>	July 2026	<p>Director College Services, Academic Leads, Professional Leads, Dean P&amp;R, P&amp;C, YVWG: Sub Working Group</p> <p>YVWG Sub Working Group Members: Craig Phillips Wendy Looi-Penhall Emily Lawrie</p>

			understand career pathways and capabilities required.		
Academic & Professional	Supporting Growth & Development  Success indicator – When people start in new jobs they are provided with enough guidance and training	Develop a consistent check-in process for new employees post-induction that is employee and supervisor driven.	Review the relevance of College onboarding content and resources and make relevant improvements  Introduce clear processes re induction to local teaching section / research area / professional area, as well as understanding how teams across the college function and relate to each other  Develop a template to support staff with check in conversations (e.g. 1, 3, 9, 12 months).	July 2026	Director College Services, Dean P&R, P&C, YVWG: Sub Working Group  YVWG Sub Working Group Members:  Craig Phillips Wendy Looi-Penhall Emily Lawrie
Academic	Supporting Growth & Development  Success indicator – Casual staff are provided with enough guidance and training and feel there are opportunities to discuss career planning if desired	Continue the Casual Staff Project - developing supervision of casual academic staff, training and onboarding for casual academic staff, monitoring performance and providing regular feedback, and increasing conversations about casual academic staff development and career progression.	Recommendations developed, YVWG to identify priorities and resources required to discuss with Dean P&R	July 2026	YVWG: Sub Working Group  YVWG Sub Working Group Members: Tegan Putsey Louisa Matwiejczyk Craig Phillips Karen Scott Donelle Arthur Jodie Price
<b>Objective 3: Improving Processes &amp; Systems</b>					
Academic & Professional	Improving Processes & Systems  Success indicator – Staff feel valued	Raise awareness about the staff recognition programs (ie. GEM, VPED awards, teaching excellence, promotions) to increase participation and celebrate success. Consider strategies to increase engagement in the programs.	Associate Dean Staff Success to explore strategies to increase engagement in CNHS recognition programs, or alternative ways to recognise staff success	Dec 2025	Associate Dean Staff Success, Director College Services, Executive Officer, P&C

	and recognised for their contributions				
Academic & Professional	<p>Improving Processes &amp; Systems</p> <p>Success indicator – Staff feel valued and recognised for their contributions</p>	Communicate staff achievements and recognition via the eNews (i.e. quarterly).	Leaders are responsible for recognising staff achievements and communicating these to the Director of College Services / Dean P&R so they can be shared in CNHS central / eNews (ongoing)	Ongoing	Director College Services, Dean P&R, Academic Leads, Professional Leads
Academic & Professional	<p>Improving Processes &amp; Systems</p> <p>Success indicator – Staff feel clear on key processes (i.e. who to contact, how to navigate systems)</p>	Contribute to the continual review of processes and provide recommendation for communication and training as relevant	<p>University-wide process review occurring, so YVWG focusing on areas we can influence</p> <p>Current focus within CNHS:</p> <ul style="list-style-type: none"> <li>• Academic status</li> <li>• Understanding workload model – increasing transparency regarding how it is calculated (recommendations to Dean P&amp;R)</li> <li>• People and Culture processes for supervisors (e.g. Professional Development, Recruitment, Onboarding)</li> </ul>	July 2026	<p>PIC, YVWG: Sub Working Group</p> <p>YVWG Sub Working Group Members:</p> <p>Emily Lawrie Karen Scott</p>