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Wellbeing

Wellbeing days pilot

As we continue to work towards our 2030 priorities, a key focus in our People enabling strategy is to be a leader in promoting the mental health and wellbeing of our staff. As part of this commitment, we are piloting Wellbeing Days.

Put simply, wellbeing days are designated time off work which employees can use to take care of their mental health.

The trial will last until 28 September 2023. During this time, staff will be able to take a maximum of two 'Wellbeing Days' off work if required.

For full details, including how to record a Wellbeing Day and guidance for managers, please refer to our [Guidance](#).

Employee Assistance Programme: Free confidential advice and support for staff and their families

The university provides access to a free and confidential wellbeing and mental health advice service for our employees and their family members. This is called an Employee Assistance Programme (or as it's often referred to, the EAP) and is funded by the university.

Our EAP service is provided by CiC who specialise in providing organisations with this support service and have been our trusted provider for several years. The service is there to help employees with personal and work-related concerns. It is an invaluable resource offering confidential expert advice and support 24 hours a day, seven days a week.

This service offers a 24/7 helpline; up to six sessions of telephone, face to face or online counselling; legal information; financial information; health and wellbeing advice; and an online wellbeing portal (www.well-online.co.uk). This service and the support provided can be accessed directly by you or your family member, without a referral - and the university do not need to be notified. There are several ways to access support:

🌐 Go to www.well-online.co.uk and use login details:

Username: Greenwichlogin

Password: wellbeing

🎧 Online Chat allows you to contact a Confidential Care Adviceline therapist using online instant messaging (providing you have internet access and are logged into the website)

☎ **Freephone Adviceline:** 0800 085 1376 Available 24/7, 365 days a year.

✉ assist@cicwellbeing.com

📞 **Next Generation Text (NGT):** If you have hearing or speech difficulties, you can reach CiC on **18001 0800 085 1376**

Further information about the EAP service can also be found on the [university portal](#).

For more mental health and wellbeing support and resources, visit the [University Mental Health Day](#) web page from earlier this year.

[Contact us](#)

Follow us



Staff Networks and Community

Are you interested in joining any of our staff networks or community? If you would like to find out more, please see the links below:

[BAME Staff Network](#)

[Disabled Staff Community](#)

[LGBT+ Staff Community](#)

[Women's Staff Network](#)

Farewell, Welcome and Role Changes in HR

We say goodbye and good luck to Lucy Franke who leaves us for pastures new. We wish her every success.

We welcome Natasha Matungamire to our Recruitment Team, Olaide Fasasi to our Admin Team, John Fayibi to our HR UKVI Team and Janet Akinkuolie as a new HR People Partner.

We say congratulations to Rob Morris who has moved to a new role as Deputy Director of HR and to Bobbie Yarwood-Unachukwu who moves to the role of Interim Head of Employee Relations & Change. Congratulations also goes to Kelvin Adetunji who moves to the role of Senior HR UKVI Compliance Officer and Grace Kempton in her new role as HR UKVI Compliance Office and Radu Abunei in his role as HR UKVI Administrative Officer.

Disability Confident Employer Level 2 Re-Accreditation

The University has been reaccredited with its Disability Confident Employer Level 2 status, after undertaking a self-assessment process against a set of statements and actions issued by the Department for Work and Pensions. The Disability Confident Scheme is creating a movement of change, to encourage employers to think differently about disability and take action to improve how we recruit, retain and develop disabled people.



Our next steps are to assess and develop a targeted action plan to enhance our position at Level 2. In preparation and readiness to become a Disability Confident Leader Level 3 by 2025 aligned with our 'This is Our Time Strategy and our aspiration to be accredited by all major EDI Bodies, this would require the university to be recognised by its peers, its local community and disabled people, while open to external challenges and supporting other employing organisations to be Disability Confident.

HR UKVI Team Update and Pre-Employment Changes

The HR United Kingdom Visa and Immigration (UKVI) Compliance team is excited to introduce its newest members. The HR UKVI Compliance team is based within Human Resources and is managed by Kelvin Adetunji, Senior HR UKVI Compliance Officer. The team is made up of Grace Kempton, HR UKVI Compliance Officer and Radu Abunei and John Fabiyi, HR UKVI Administrative Officers. We work to ensure that the University is always compliant with UKVI regulations throughout its staff recruitment, business and day to day people operations.



We would also like to provide an update on the significant changes from the Home Office that have impacted the University processes and procedures. The first change is in relation to the documentation that can be accepted as proof of right to work for international candidates (Including EU), recruited by the University. From **6 April 2022**, the University are no longer able to accept Biometric Residence Permits (BRPs), Biometric Residence Card (BRCs) or Frontier Worker Permits as proof of right to work in the UK. The University must conduct an online right to work check for individuals in which digital proof of their immigration status in the UK, known as eVisa is presented. Individuals must raise a 'share code' via the following link: <https://www.gov.uk/prove-right-to-work>.

Secondly, as of **1 October 2022**, all right to work checks carried out for British and Irish nationals must be completed manually (in person). As a result, we can no longer carry this check out remotely via Microsoft Teams. When carrying out a right to work check for these staff members, please ensure that you are taking copies of the original right to work documents provided and verifying them appropriately. Please note, the University is now required to verify proof of National Insurance number and the individual's qualification alongside the other required documentation. More information on acceptable documentation can be found on the Home Office website via the following link: <https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version>

Right to work checks for international applicants can still be carried out online via Microsoft Teams to verify their documentation.

Training will be made available for staff who will be required to conduct right to work checks over the coming week. Please see the Learning section in Horizon to view our latest training dates and to enrol onto a session. There will also be further training dates added in the future.

For all enquiries, please contact the HR-UKVI@greenwich.ac.uk if you require any further assistance.

Menopause at Greenwich

In September we were invited to speak at the 'Menopause at Work' conference in London, providing us with an opportunity to network and collaborate with many other well-known organisations and household brand names, but most importantly a platform to speak about the university's commitment to supporting their employees, the work we have done to date and an opportunity for Maureen Montague to share her powerful story and lived experience.

In October we celebrated World Menopause Day by delivering our in-house training to colleagues and line managers and once again we had the honour of hosting Carolyn Harris, MP for Swansea East who came back to update us on the work she is doing in Parliament and inspired us all with her **Menopause Revolution**.

Find out more from our [Menopause Webpage](#) and join our [Teams](#) channel for regular updates on upcoming events.

If you have any questions, or would like to talk to someone about the menopause, you can also get in touch at menopause@gre.ac.uk



Aurora

We are pleased to be able to offer colleagues the opportunity once again to apply for the online Aurora leadership programme. Aurora is designed to enable a people who identify as a woman, in academic and professional roles in higher education, to engage with leadership development at an **earlier stage** in their careers and is therefore aimed at women **up to and including Senior Lecturer level (AC3) and up to and including their Professional Services equivalent (SG8)**.



Aurora will address the core areas associated with leadership success by using a combination of development days (four at approximately monthly intervals); introductory webinar; self-directed learning; two action learning sets and in-house mentoring. Participants are required to demonstrate their commitment to all aspects of the programme and need to attend all the development days.

To find out more about the Aurora programme, please attend the Teams briefing sessions on **Tuesday 6 December from 1.00 pm – 2.30 pm**. [Please use Horizon Learning](#) to book your place on the briefing session. One enrolled, to ensure you receive the Teams invite for the briefing session please click on the i-cal icon.

Details of the programme and an application form can be found [here](#).

Helping our Wellbeing – Big Screen Getaway

To help with our own wellbeing in HR our Wellbeing\Mental Health Champion Liz has started a scheme called the 'Big Screen Getaway'. The idea is that once a month we all come together away from our computers and take part in different activities which take us away from our screens and desks and do something different for a while.

So far these have been successful and our staff have enjoyed taking part. We have done a wide variety of things such as: A sports session playing badminton and table tennis; Walking round Avery Hill park followed by a cuppa in the Dome; Quizzes; Games session; Afternoon tea. One of our most popular was a tour of the Simulation Labs at the Greenwich Learning and Simulation Centre at Avery Hill.

The tour was amazing and thoroughly enjoyed by everyone. We were very kindly hosted by Charles and Tolu who showed us round and explained everything to us. We are very grateful to them for taking the time to do that for us.

The scheme has proved to be something that HR staff enjoy and look forward to and has succeeded in its aim of getting staff away from their screen and taking an important break from routine.



Updating Your Personal Data

A reminder to all employees; please check your personal data in Horizon regularly and keep this up to date. You can change your address, emergency contacts and qualifications. You can also amend data relating to protected characteristics.

Guidance on how to access the system and use the self service functionality can be found [here](#).

South East Action Learning (SEAL)

We will soon be recruiting for our [South East Action Learning](#) (SEAL) development programme for women leaders and aspiring women leaders here at the University of Greenwich. The programme brings together seven universities across the South East to create a cohort of external peers to support participants in finding solutions to career challenges.

The programme offers the opportunity to network with women from other universities and gain different perspectives and experiences by focusing on the use of action learning to resolve complex problems in a safe and confidential space. Action learning is about promoting courageous choice: helping people take action that is meaningful for them and supporting them to identify their own solutions.

For further information about the South East Action Learning programme, please visit the [SEAL website](#) or contact Sian.Atkins@greenwich.ac.uk

Understanding our Diverse University Community

Information to help create an environment in which the sharing of diversity monitoring data is supported and trusted. In line with the Inclusivity and Culture priority of our [Strategy 2030](#), the university is committed to culture change for inclusion that extends to creating an environment in which the sharing of information is supported and trusted. This information includes diversity monitoring data.

Providing Support

We recognise that circumstances change and we ask you to keep your [Horizon](#) personal information up to date and to share information through our other systems and surveys. We collect diversity monitoring data on our staff and students and analyse this information at key stages of the higher education life cycle. Your information enables us to improve our support and to tailor services for staff and students. Understanding the diversity of our university community – in numbers and through lived experiences – is important in empowering and celebrating all that we are. Whilst some may not wish to share this information, the sharing of diversity monitoring data is instrumental in helping to:

- Provide a more accurate understanding of recruitment, retention and success generally and according to different equality areas.
- Make evidence-based and outcome-focused decisions and improvements that support our university community and specific parts of it, including evaluating their impact over time and as compared to others (as occurred during staff and student surveys throughout the COVID-19 pandemic, for example).
- Inform action plans for our work to overcome systemic barriers to equity that exist within our university community and society (including the [Greenwich Race Action Plan](#) and those forming part of the Athena Swan Charter for gender equality, Disability Confident, Race Equality Charter, Stonewall Workplace Equality Index, and University Mental Health Charter).

The more of us who share our diversity monitoring data, the more representative, detailed and useful the analysis will be, and the more powerful the insights and action.

Building Trust

The sharing of diversity monitoring data benefits everyone when there is a trusted two-way relationship. At the University of Greenwich, we appreciate the levels of staff and student data sharing, which is the passing of personal and sensitive information from one person to another. Details can range from sharing your name to deeply personal information such as your religion or belief or sexual orientation. We aim to ensure that staff and students can, as far as possible, describe themselves in ways that reflect how they identify whilst aligning with our reporting requirements.

At the University of Greenwich, we manage all information with care, in a confidential manner, and in a way that promotes the benefits of sharing information so you can make an informed choice. We do this by following our stipulated guidelines on data collection, storage, and use including compliance with [data protection legislation](#).

As a higher education institution, we are required to publish data as part of the public sector equality duty (PSED) of the Equality Act 2010 to:

- Show how we have complied with the PSED at least once a year.
- Prepare and publish equality objectives at least every four years.

In addition, your information held within Horizon is shared with the Higher Education Statistics Agency (HESA) as part of the HESA staff record (e.g. your date of birth). If you prefer not to share your biographical information relating to disability, ethnicity, gender reassignment, religion or belief, sexual identification and/or sexual orientation, please email equality@gre.ac.uk.