

<p>Name of the initiative</p>	<p>The work of the Student and Academic Services Wellbeing Group in supporting staff wellbeing within the Student and Academic Services (S&AS) Directorate at the University of York.</p> <p>[Student and Academic Services comprises of:</p> <ul style="list-style-type: none"> ● Academic Registrar's Office ● S&AS Directorate Administration Team ● S&AS Directorate Projects Office ● Library, Archives and Learning Services (LALS) ● Student Administration and Academic Affairs ● Student Careers and Systems ● Student Life and Wellbeing ● York Online Learning]
<p>Target group</p>	<p>Staff at all levels across Student and Academic Services.</p> <p>(S&AS underwent a realignment in August 2021, bringing new teams into the former Directorate and reorganising structures and responsibilities.)</p>
<p>Description</p>	<p>Why form a Directorate wide Wellbeing group?</p> <ul style="list-style-type: none"> ● This was an agreed action taken as a result of the S&AS wellbeing survey. ● To ensure that staff wellbeing within S&AS is supported at both a local and strategic level. ● To firmly embed staff wellbeing within the culture of the Directorate. ● To enable, support and encourage honest two-way communication, consultation and collaboration horizontally across S&AS departments, and vertically from local to institutional level. ● To create a framework supporting staff wellbeing within S&AS which has the authority and influence to make impactful decisions and action change at a local, strategic and institutional level (as appropriate.) <p>Overall Purpose of S&AS Wellbeing Group:</p> <p>The overall purpose of the group is to lead on specific actions that will help to improve and support staff wellbeing across the Directorate. The group plays a critical role in influencing the overall direction, development and implementation of wellbeing initiatives across S&AS.</p> <p>In addition the group aims to provide a safe, trusted space to share ideas for staff wellbeing, working in collaborative and cross-boundary ways to ensure that different voices from across the Directorate are listened to and represented in the group's approach to wellbeing and related activities.</p> <p>Who is on the Wellbeing Group?</p> <p>The S&AS Wellbeing Group includes representatives from across all S&AS departments, bringing together different experiences, knowledge and ideas to inform and shape the approach to wellbeing across the Directorate.</p>

	<p>Outline of Framework: The S&AS Wellbeing Group is at Directorate level and aims to have both local and institutional influence.</p> <p>Influencing at institutional level:</p> <ul style="list-style-type: none"> ● S&AS Wellbeing group chair sits on the S&AS Directorate Management team (DMT), and on the institutional workload management group. ● The chair of DMT sits on the University Executive Board. <p>Influencing at local level (LALS and other S&AS departments):</p> <ul style="list-style-type: none"> ● Currently three members of S&AS Wellbeing Group are members of the local LALS Wellbeing Group. ● Other departments within S&AS are encouraged to set up local Wellbeing groups. <p>Through this framework, there is a direct route for staff wellbeing issues to be raised at any level, and escalated to institutional level (if appropriate.)</p> <p>The specific aims and responsibilities of the S&AS Wellbeing Group:</p> <ul style="list-style-type: none"> ● To discuss issues and ideas that will help to develop wellbeing across the S&AS Directorate in positive ways for all staff. ● To identify specific and general wellbeing issues and needs and develop appropriate resources and activities to support these. ● To provide positive challenge to ensure that wellbeing activities are well-thought through and aligned with staff needs and preferences wherever possible. ● To test out ideas and outputs before rolling out to wider staff. ● To represent colleagues in teams across the Directorate and act as a messenger between the group and colleagues, ensuring there is a positive and active two-way dialogue across the wider Directorate. ● To share anecdotal evidence of best practice from their teams, other departments at the University and external organisations. ● To identify the level of staff wellbeing through regular (quarterly) directorate pulse surveys, and implement discussions and actions at all levels to address challenges.
Partners	<p>LALS Wellbeing Group</p> <p>Remit of Group:</p> <ul style="list-style-type: none"> ● To take an active role in helping to develop a culture in which staff and student health and wellbeing is actively championed and is a key focus of our ongoing dialogue within the organisation. ● To improve and support wellbeing across the LALS community (including all staff and users of the service). ● To identify specific and general wellbeing needs, and develop resources and activities to support these needs. ● To actively engage staff and users in discussions around wellbeing, reviewing suggestions and feedback on a regular basis. ● To offer support to line managers who are at the front-line of managing wellbeing within their teams. ● To develop short, medium and long-term priorities and activities for the group to focus on.

	<p>Directorate of Technology, Estates and Facilities Mental Health and Wellbeing Group:</p> <ul style="list-style-type: none"> Regular updates with group chair to ensure cross-Directorate collaboration and sharing of good practice.
<p>Strategy <i>How, if at all, was the activity linked into wider library or institutional strategy?</i></p>	<p>The aim of both Wellbeing Groups is to work to ensure that staff wellbeing is supported in line with current University strategy:</p> <p><i>“We foster the health and wellbeing of our staff through ambitious and targeted programs, a supportive work culture, and carefully calibrated work-life balance.”</i></p> <p>University of York Strategy 2020 – 2030: A University for the Public Good</p>
<p>Evaluation <i>How, if at all, was the activity evaluated?</i></p>	<p>S&AS led quarterly results of Pulse survey and resulting action plan available to all, and actively promoted.</p>
<p>What worked</p>	<p>Outputs from the S&AS Wellbeing Group:</p> <p>Issues under discussion at Directorate Management Team (DMT) level:</p> <ul style="list-style-type: none"> Staff resource across Directorate and within University change programme. Road map of activities and management of staff workloads. Empowering staff through training and development opportunities. Dedicated training and support for managers in dealing with wellbeing issues including stress in the workplace. Improvements to working space on campus including rooms for teams to meet in regularly, rooms for Zoom calls away from colleagues and the room booking system. Development of specific community building initiatives across the directorate. DMT connection to staff: continue to build visibility, engagement and understanding of everyone’s roles. <p>Issues under discussion at S&AS Wellbeing Group level:</p> <ul style="list-style-type: none"> Considering the setting up specific S&AS wellbeing hours/mornings/days, and/or specific team activities. What this might look like across the Directorate? Considering an independent channel to report wellbeing concerns. What might this look like? What might this mean for line manager? All S&AS “thank you social” afternoon event, including DMT members, afternoon tea and prosecco, jazz band, quiz, and GSA and SU representation (planned for September 5th 2022.) <p>Issues under discussion at LALS Wellbeing Group level:</p> <ul style="list-style-type: none"> Upgrade of two meeting rooms, including “soft” furniture, plants and nature focused images on walls sourced from a Directorate staff photo competition. (Work actioned and completed.) Wellbeing Roadshow planned for World Mental Health Day - moving through different sites throughout the day promoting mental health and wellbeing resources and support available to staff.

	<ul style="list-style-type: none"> ● Exploration of the potential role out of wellbeing hours/mornings/days. ● Exploration of how work calendars can be used more successfully to support staff wellbeing (e.g. “no meeting Fridays”, no meetings over lunch period etc.) ● Promoting the Mental Health First Aid course training available at the University and encouraging staff to participate.
What did not work	<ul style="list-style-type: none"> ● S&AS level lunchtime walks around campus (low participation.)
Your name, institution and contact details. Ruth Elder. Collections Management Specialist / Content and Open Research/ University of York Library, Archives and Learning Services. (Plus member of LALS and S&AS Wellbeing teams, and Mental Health First Aider (2015 -))	
Are you willing to share your contact details to other ALN staff so if they want to find out more they can contact you directly? Yes – ruth.elder@york.ac.uk	

Ruth Elder 17.08.22