

SPR HR restructure project : update no.6: Mid-June – Mid-July 2011

This sixth update gives information on progress of the SPR implementation in the HR Process during the 11th June – 15th July, in the following areas:

1. Party!
2. We've moved!
3. Change of structure and new processes going live
4. Go-live date: 5th July.
5. Organisational Development Team Leaders meeting
6. HR staffing
7. Next Steps

1. Party!

A good time was had by all, with a handful carrying on almost into the early hours! It was great to see so many people, have the opportunity to catch up and meet some of the new members of the team. A big thank you to Rach Coggins and Tracy Lear for organising this.

2. We've moved!

The HR Faculty teams moved to their new spaces on the 28th, 29th and 30th of June. It was a significant removal effort, with PCs, desks and hundreds of files moving out of the Second Floor, Senate House. The removals went well, and, with a few inevitable hiccups, everyone managed to maintain service to the University. Well done to everyone.

The Leadership Team is continuing to review plans for the 3rd Floor, Senate House – the eventual home of HR Organisational Development and the HR Leadership team.

3. Go-live date: 5th July

The following changes went live on the 5th July:

- new processes
- new reporting structure, with Fiona heading up the Organisational Development Team and Jayne leading the Operational Faculty / Division teams
- new system for rolling out templates from the Organisational Development teams to Faculty / Division teams
- more consistent shared folder structure
- shared email boxes.
- communications framework.

HRMs have been briefing their School / Division Managers on the changes, and Guy will do a newsletter out to key stakeholders. We are setting up dates for meetings described in the Communications Strategy and deleting old meetings. Chairs of meetings have been asked to set out their scope and objectives by the end of July.

A 'Practical Guide' document has been circulated to all P staff with advice on some of the practicalities of new arrangements. This will be updated over time. It's at <https://www.bris.ac.uk/hr/intranet/practical-guide.pdf>

4. Organisational Development Team Leaders Meeting

Team leaders within the new OD Team met on 15th June. Each team leader shared current team priorities with the rest of the team and this highlighted the many areas of our activities that have implications across a number of different OD teams - a positive reinforcement of the rationality of the new team configuration!

5. HR Staffing:

Sophie Bullock joins us as HR Adviser to Social Science & Law and Residencies on 21st July – a warm welcome to Sophie!

Jane Wagland, HR Administrator with Med & Vet has decided to leave the University on 5th August – thank you to Jane for her brief time with us. We are currently looking at how best to fill this vacancy.

6. **Next steps: mid-July – early September 2011**

>There will not be an update in August – the next one will be sent out in September<

- Regular reviews with HR Managers and team leaders on early stages of go live continuing throughout July. These reviews will help to enable us to make any necessary amendments to the new processes, taking feedback from our own teams, other process owners and end users of our processes.
- Members of the Organisational Development Team attended the Excellent Service delivery course on 14th and 15th July. Faculty / Division teams are scheduled for 1st and 2nd September.
- Finalise meeting dates and scope and objectives of new Communications Framework.
- Plan dates for team building sessions

Any comments or thoughts welcome, to sarah.agarwal@bristol.ac.uk.

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15th July 2011