

Employee Engagement Grade 7

Typical Roles: Senior HR/Staffng Administration, Recruitment Coordination, Data Analysis

Experiences

Activities and responsibilities likely to be required when working at this level

Building surveys to understand engagement levels using questions provided. Coordinating activities relating to on-boarding and training according to an agreed policy. Managing an allocated budget. Communication and publicity for engagement activities e.g. creating and writing communication plans. Networking across the organisation to understand best practice and to understand what is going on 'on the ground'. Interpret and advise on policies (e.g. work life balance). Translating and promoting the policies relating to employee engagement into simple communications to clearly demonstrate how they contribute to the benefits of working at UCL. Developing engagement activities that explicitly include marginalised/minority staff groups. Advising managers on how to improve engagement in problematic areas. Implementing strategies to ensure the workplace is a fair and inclusive environment.

Personal and professional development

Development options to consider when working towards this level

On the job learning

Get some preliminary understanding on how to design effective questions for surveys; gain experience in working with communication planners, understanding the value of the individual elements they entail get involved in projects management in your area; gain some experience of activity in this area, UCL Finance bite size). Consider CIPD (Chartered Institute of Personnel and Development) / ACAS (Advisory, Conciliation and Arbitration Service) training. Seek out presentation skills training.

UCL Ways of Working

Employee Engagement Grade 9

Typical Roles: Head of function; Employee Experience

Experiences

Activities and responsibilities likely to be required when working at this level

Working at Institutional/Faculty/larger departments: Creating an inclusive engagement strategy for the relevant area (from information gathering to continuous improvement); leading on designing on-boarding and training policies at Faculty, Department or Institutional levels in collaboration with key stakeholders; understanding what is happening across UCL/Faculty and creating a holistic approach and strategy.