Why Conduct Such a Survey – Again?

- Last time several issues were adressed:
  - The opportunities and complexities of a larger, international workplace – during pandemic.
  - Need for better information flow and access to information
  - Need for more social arenas and interaction
  - Improvement of «onboarding routines» for new staff
- Focus group, a list of measures; many implemented, and several mentioned in the annual plan.
- Continue to follow up: e.g., newsletter, «ISV forum», and revision (and translation) of role descriptions – a brief progress report to be made.
- Since 2021: end of covid period, relocation to campus, less home office, and more new hires.
- So updated survey results might be useful.

What is «Working Environment» at ISV?

- Organizational working environment: the structural conditions in a workplace: how one organizes, plans, and executes the various tasks.

- Organizational aspects here include formal teaching fields, research groups, project groups, administrative division of labour, management, information routines, decision-making procedures, organizational roles, resource distribution etc.

- Psychosocial working conditions: the social and interpersonal relationships in the workplace.

- The psychosocial working conditions may be a consequence of the organizational working environment.

- Essential for (our goals regarding) education and research (at a high international level), and so is the relationship between these activities and with the supporting administration.

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Examples of Organizational WE Issues
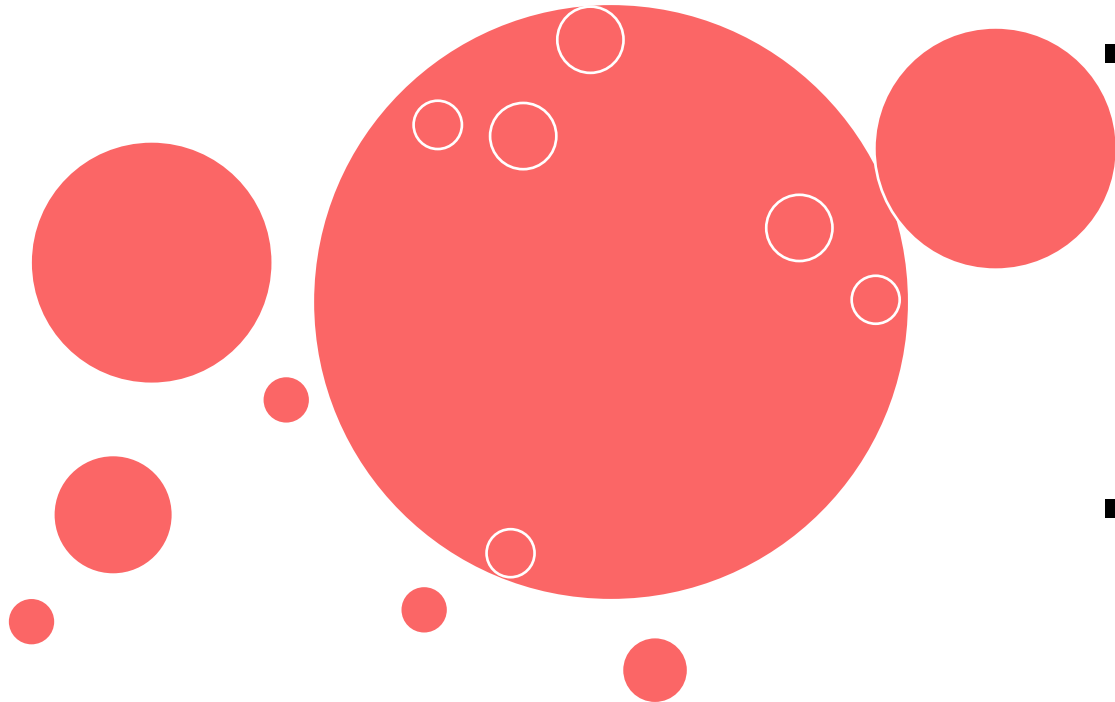
- Does the organizational structure support our work as well as it should?

- The relationship between performance and reward:
  - The balance/imbalance between the demands of the workplace and the (perceived) rewards (salary, promotion, recognition, praise etc.) gained from work.

- The relationship between demands, support, control:
  - High demands, weak support and weak control/autonomy can lead to unhealthy environment.

ARK: Builds on the «Job demands-resource model»

The relationship between demands and resources: negative and positive factors.

Job demands are the stressors in your role: like time pressures, a heavy workload, a stressful working environment, role ambiguity, bad management, and poor work relationships.

Job resources (job positives) are the factors that help you to achieve goals and reduce stress: like autonomy, strong work relationships, opportunities for advancement, coaching and mentoring, and learning and development.

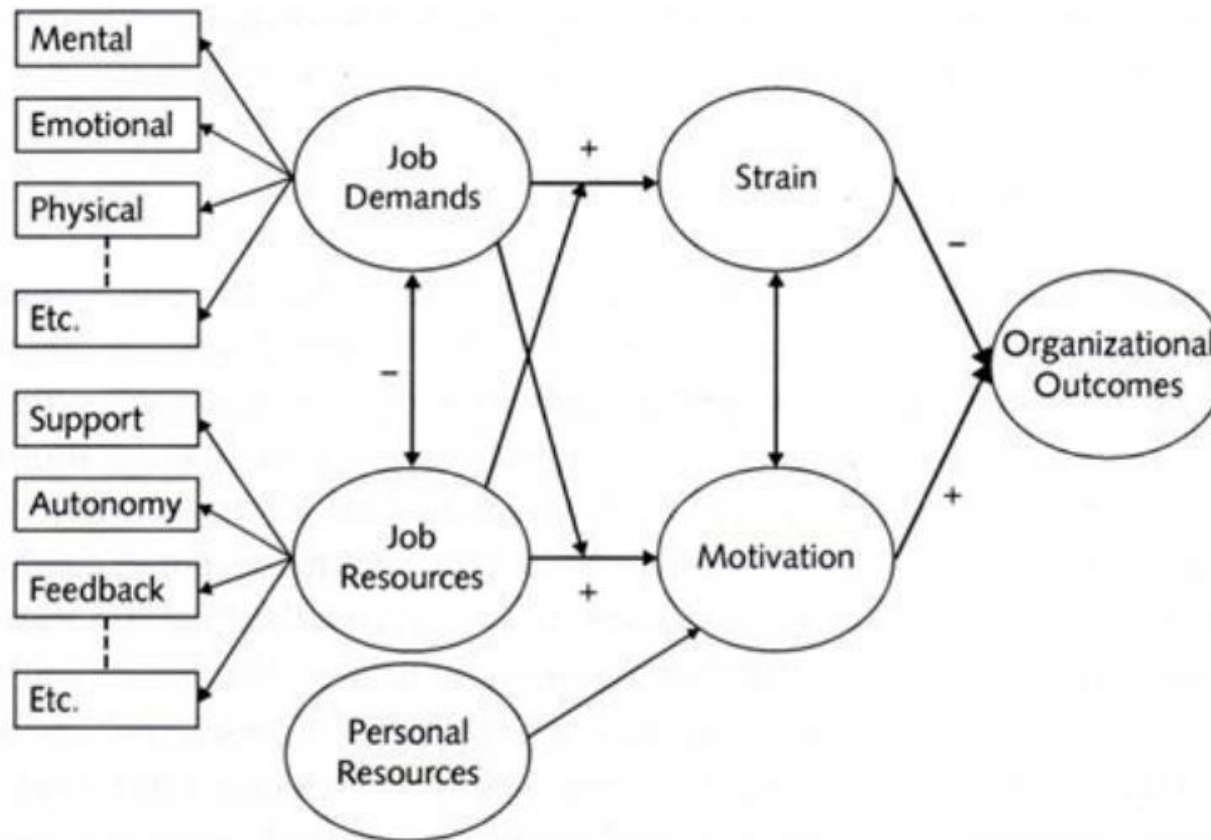[ARK - The job demands-resources model - YouTube](#)

Figure 7.1 Job Demands–Resources model (adapted from Bakker & Demerouti, 2007, 2008)

Thus: ARK provides an opportunity to express views on many different aspects of the department and for us to reflect on and discuss important issues that can easily be neglected in everyday life.

The Main Topics in Questionnaire Are:

- Organizational conditions at own unit (information flow, influence on decisions, support, roles and relations etc.)

- Working climate

- Local management

- You and your colleagues

- You and your work

- Your job in everyday life

New Version of the Questionnaire

- **Contains new questions about:**
  - Psychological safety
  - Unacceptable behaviour

- UiO also includes an additional module in the questionnaire: «Job insecurity and plans to apply for a new job»"

Unacceptable Behaviour

Unacceptable Behaviour

There is a zero tolerance for all forms of discrimination, bullying and harassment, unwanted sexual attention, and violence and threats in the workplace. Click the links to see what is meant by these terms (only available in Norwegian).

Your answers to these questions will not help you in the situation you are in. These answers form an important basis for the systematic work at [customized].

In your current employment, have you been subjected to any of the following in the last 6 months:

- ☑ Discrimination
- ☐ Bullying
- ☐ Harassment
- ☐ Unwanted sexual attention
- ☐ Violence and/or threats
- ☐ Not applicable

> If you respond that you have been subjected to unacceptable behavior, you will receive some follow-up questions. You will also receive information on where you can seek assistance and how to report what you have been subjected to.

In the last 6 months, how often have you been subjected to discrimination?

- ○ Rarely
- ◉ Some times
- ○ Monthly
- ○ Weekly
- ○ Daily

Unacceptable Behaviour

- The response given by the employee will not be helpful in the current situation (not a reporting channel)

- Report on this topic, only at the UiO level. We must maintain anonymity

- All units will, however, receive information in their reports about factors that we know can contribute to unacceptable behavior occurring.

Or in the words of ARK itself:

1

a good work environment is important for us to **thrive**, have a good **health** and be able to perform our job effectively

2

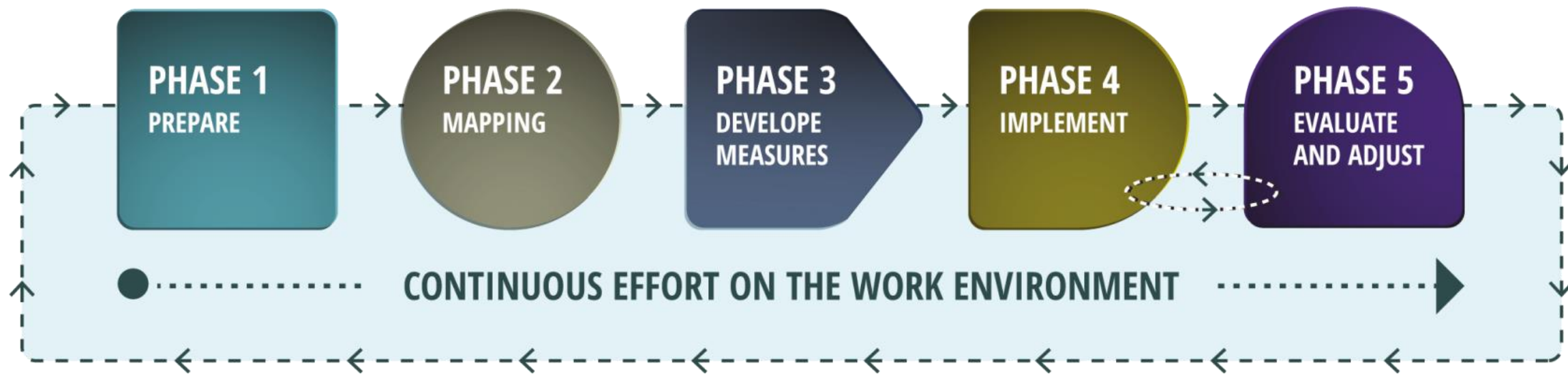provides an **overview** of how you perceive your work situation

3

a good work environment is necessary to **achieve our goals**

4

complies with the requirements of the Working Environment Act for a **safe and secure work environment**

The Mapping is Twofold

**Questionnaire
12 February – 3 March**
It will be sent by e-mail to all employees.

PHASE 2 MAPPING

Follow-up, spring 2024.
Employees put into words which areas of the working environment it is important to preserve and develop.

**Hence: We may address aspects/factors that are not covered by the survey.** Thus, we see this as an opportunity to have a closer look at our organization, like the annual plan tells us to, by using the survey (for what it is worth) but also other sources.

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How Are the Results Reported?

- Columns showing the overall scores of the unit on the survey topics.

- Charts comparing the unit's values with those of higher levels and the entire university and college sector, making it easier to compare results with other workplaces.

- We have also asked for group comparisons: 'permanent academic staff', 'postdoctoral fellows', 'PhD fellows, 'administrative staff' and 'C-REX'.

- The results will be presented as simple summaries with average and dispersion figures.

- The leader's responses will be excluded when the results for each unit are compiled.

- The leader's responses still apply to higher levels and the entire University of Oslo (UiO).
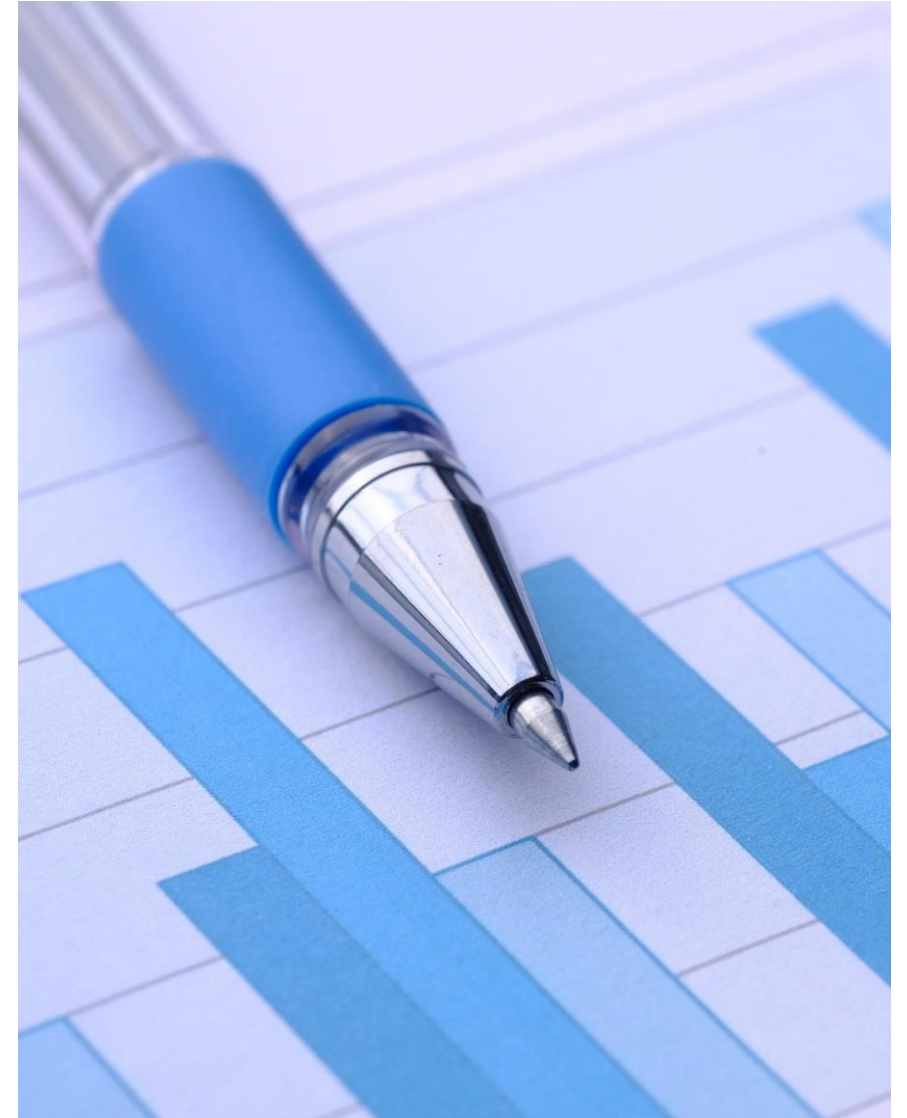
Follow-up at ISV: Two Sessions, Extended ISV Forum, Organized by Us
We will ask the board for feedback on the plans later this month.

Session 1: Friday 12 April at 13.15-16.00

Location: UiO: Aud. 7 ES + all our meeting rooms.

- Presentation of main findings and suggestions for an agenda for the next session (probably emphasizing organizational working environment)
- Q&A, results made available online.
- Break with refreshments
- Group discussions of the results, the agenda proposal and what other topics that deserve attention
- Reporting: written input on the agenda for Session 2 to leadership group.

AfterWork event (organized by the Social Committee)

Session 2: Friday 3 May 13.15-16.00

Location: UiO: Aud. 7 ES + all our meeting rooms.

- Introduction and presentation by leadership group
- Q&A, presentation made available digitally.
- Break with refreshments
- Group discussions of proposed organizational issues and possible measures
- Reporting: written input about measures to leadership group.

AfterWork event (organized by the Social Committee)

Who should participate in the survey?

- **To receive the questionnaire:**
    - At least a 40% position
    - Employed for at least 3 months
    - Employees on paid leave
    - Employees who are on sick leave and receiving salary from UiO
    - Apprentices
- *All employees are welcome to participate in the follow-up process*

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Survey Period

- You will receive the key information from your nearest HR manager this week.

- Participation is voluntary, but we encourage everyone to answer the questionnaire.

- We need a relatively high response rate, and to avoid biases in no-responses, to make the results possible to use.

- You will receive a <u>personal</u> link to the survey on e-mail from ark-kontakt@ntnu.no.

- Response period: Until March 3

- It takes about 15-20 minutes to answer the questionnaire

- If you are interrupted, you can open the link again and pick up where you left off.

- Your anonymity is ensured

Questions and Answers

- Website for all employees: [Work environment survey (ARK) - For employees - University of Oslo (uio.no)](#)

- Local ARK contactpersons and safety representatives can be contacted:
  - Local ARK contactperson: Gemma Knutsmoen (SV Faculty)
  - Local safety representative: Øyvind Colbjørnsen

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