



Positive Working Environment Staff Survey 2008

Have your say about working at Cardiff University - and have a chance to win **£150, £100** or **£50** worth of Amazon vouchers!

The Positive Working Environment initiative is a top priority for the University, therefore we are undertaking a comprehensive staff survey to help us build up a more detailed picture of your working life. What we learn from the survey will inform the future direction of the University, and initiatives such as the Positive Working Environment. What you say in the survey could make a real difference to you and to future members of staff.

Staff focus groups have already identified many issues in response to the question 'What can the University do, as part of the Positive Working Environment initiative, to ensure all members of staff feel valued, supported and encouraged to reach their full potential?'. These priorities are reflected in the survey itself and we're already acting on some of the suggestions that can be taken forward immediately.

The survey is being administered by Priority Research, a Market Research Society Company Partner with a wealth of experience in surveying higher education. The survey results will be anonymised and your contact details will be used only for the purposes of the prize draw. If you should have any queries about how the data will be used, please contact Yvonne Dunnon in Human Resources on 02920 879230.

The survey should take 15-20 minutes to complete and will remain open until **Monday 16th June.**

Thank you in advance for your time.

Dr David Grant, Vice-Chancellor

Free Prize Draw!

If you would like to enter the free prize draw to win Amazon Vouchers, please complete your e-mail address or phone number below. Your address is used only to administer the draw, and will remain separate from your survey responses.

email/phone:

Priority Research Limited is carrying out the survey under contract on behalf of Cardiff University, the Data Controller, in accordance with the Data Protection Act 1998. Priority Research Limited follows the rules of the Market Research Society and will therefore both respect, and keep confidential, all responses. Your identity will not be revealed to the University, nor will any results be presented that would make it possible to do so.



Positive Relationships and Valuing People:

Ensuring that the working day is characterised by an inclusive, fair and positive culture with shared goals and people who feel valued

1. Please tell us whether you agree or disagree with the following statements:

TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) I feel valued by the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) I am fairly rewarded for my performance and responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) I am satisfied with my other conditions of employment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) I feel secure in my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) I enjoy doing my job on almost all occasions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) My job makes good use of my skills and abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) My overall morale is good	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) I would recommend the University to others as a good place to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

2. Do you intend to be working at the University in 12 months time?

TICK ONE ONLY
 No

Yes

Unsure

3. Taking everything into account, how satisfied or dissatisfied are you with the quality of your working life?

TICK ONE ONLY

Very satisfied

Fairly satisfied

Neither satisfied nor dissatisfied

Fairly dissatisfied

Very dissatisfied

No opinion

4. Please tell us whether you agree or disagree with the following statements:

☐☑☐☐☐
 TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a] In the area where I work, people work together effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b] My department works effectively with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c] I receive the necessary support from central administration to do my job effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d] The University has a 'can do' culture of achieving tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e] The University has a reward system that recognises good performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f] The University deals effectively with poor performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

5. Taking everything into account, how satisfied or dissatisfied are you with the workplace culture?

☐☑☐☐☐
 TICK ONE ONLY

Very satisfied	Fairly satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	No opinion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

6. Please tell us whether you agree or disagree with the following statements:

☐☐☐☐☐
 TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) Departmental / School induction processes for new staff are effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) University induction processes for new staff are effective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) I have received adequate training to do my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) I know what additional training opportunities are available to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) Access to training opportunities is equally available to all members of staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) I believe I have the opportunity for personal growth and development in the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) I have sufficient opportunities for advancement and promotion within the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) The most appropriate people are selected to fill vacant posts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) The University is committed to developing its employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

7. Have you had an appraisal, or probation review meeting, in the last 12 months?

☑
 TICK ONE ONLY

Yes  Q8

No  Q9

Unsure  Q9

8. Please tell us whether you agree or disagree with the following statements:

☐☐☐☐☐
 TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) My appraisal / probation review meeting helps me to work more effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) My appraisal / probation review meeting helps me to address my development needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

9. Taking everything into account, how satisfied or dissatisfied are you with training and staff development within the University?

☐☑☐☐☐☐
 TICK ONE ONLY

- | | | | | | |
|--------------------------|--------------------------|------------------------------------|--------------------------|--------------------------|-----------------------|
| Very satisfied | Fairly satisfied | Neither satisfied nor dissatisfied | Fairly dissatisfied | Very dissatisfied | No opinion |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="radio"/> |

Health and Wellbeing:

Appropriate support services to ensure that staff, whatever their life stage, maintain their health and wellbeing in the workplace

10. Thinking about the last 6 months working for the University, how often would you say:

☐☑☐☐☐☐
 TICK ONE ONLY
 PER ROW

	Never	Seldom	Sometimes	Often	Always	No opinion
a) I am clear what is expected of me at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) I can decide when to take a break	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) Different groups at work demand things from me that are hard to combine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) I know how to go about getting my job done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) I am subject to personal harassment in the form of unkind words or behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) I have unachievable deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) If work gets difficult, my colleagues will help me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) I am given supportive feedback on the work I do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) I have to work very intensively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
j) I have a say in my own work speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
k) I am clear what my duties and responsibilities are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
l) I have to neglect some tasks because I have too much to do	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

11. Thinking about the last 6 months working for the University, how often would you say:

☐☑☐☐☐☐
 TICK ONE ONLY
 PER ROW

	Never	Seldom	Sometimes	Often	Always	No opinion
a) I am clear about the goals and objectives for my department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) There is friction or anger between colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) I have a choice in deciding how I do my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) I am unable to take sufficient breaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) I understand how my work fits into the overall aim of the organisation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) I am pressured to work long hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) I have a choice in deciding what I do at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) I have to work very fast	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) I am subject to bullying at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
j) I have unrealistic time pressures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
k) I can rely on my line manager to help me out with a work problem	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

12. Thinking about the last 6 months working for the University, would you agree or disagree that :

☐☑☐☐☐☐
**TICK ONE ONLY
 PER ROW**


	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) I get the help and support I need from colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) I have some say over the way I work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) I have sufficient opportunities to question managers about change at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) I receive the respect at work I deserve from my colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) Staff are always consulted about change at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) I can talk to my line manager about something that has upset or annoyed me about work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) My working time can be flexible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) My colleagues are willing to listen to my work-related problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) When changes are made at work, I am clear how they will work out in practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
j) I am supported through emotionally demanding work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
k) Relationships at work are strained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) My line manager encourages me at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

13. Do you have any dependants and/or caring responsibility for people in the following categories?

TICK ALL THAT APPLY

Babies/young children under school age
 School age children
 Disabled relatives/friends

Elderly relatives/friends
 Other (please specify)

None of these 

Those with dependants and/or caring responsibility go to Q14 below

14. Do you agree or disagree that you feel the University adequately recognises and supports your needs as a carer?

TICK ONE ONLY

Strongly agree Tend to agree Neither Tend to disagree Strongly disagree No opinion

15. Taking everything into account, how satisfied or dissatisfied are you with how the University tries to help you with pressures inside and outside work?

TICK ONE ONLY

Very satisfied Fairly satisfied Neither satisfied nor dissatisfied Fairly dissatisfied Very dissatisfied No opinion

Equality and Diversity:

An environment where all staff are treated fairly and with dignity, courtesy and respect, and where diversity is celebrated

16. Please tell us whether you agree or disagree with the following statements:

TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) The University is committed to equal opportunities for all of its employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) The University promotes equality and diversity including equality by race, ethnicity, religion, gender, age, disability and sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) I believe I am fairly treated irrespective of gender, ethnicity, disability, age, or sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) I have been treated fairly and equally compared to others doing similar jobs in other parts of the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) The University offers access to career development opportunities, irrespective of gender, ethnicity, disability, age, or sexual orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) The University provides satisfactory religious belief and observance facilities for the diverse faith groups on campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) The University has in place an effective and consistent process to consider and provide reasonable adjustments for employees with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) I believe the University is supportive of staff who have experienced harassment or bullying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) University information is made equally available to people irrespective of the type of job they have	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
j) Academic and support staff are equally valued within the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

17. Have you personally experienced any of the following during the last two years at the University?	If Yes ✓	18. Did you report this?	If Yes ✓	19. If you reported this, did you feel that the University was supportive? If Yes ✓
Unacceptable harassment or bullying at the University, or connected with the University	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Discrimination due to your gender	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Discrimination due to your age	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Discrimination due to a disability	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Discrimination due to your sexuality	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Discrimination due to your race, ethnicity or religion	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

TICK ALL THAT APPLY

20. Before taking part in this survey, were you aware of the University's "Dignity at Work and Study" policy?

TICK ONE ONLY

Yes No

21. Before taking part in this survey, were you aware of the University's staff counselling service?

TICK ONE ONLY

Yes No

22. Taking everything into account, how satisfied or dissatisfied are you with equality and diversity within the University?

TICK ONE ONLY

Very satisfied Fairly satisfied Neither satisfied nor dissatisfied Fairly dissatisfied Very dissatisfied No opinion

Building Management Capacity:

Having people who understand their roles and have the skills, knowledge and experience to carry them out effectively

23. Please tell us whether you agree or disagree that your manager:

TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) Agrees and reviews objectives effectively and clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) Trusts me to do my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) Applies policies consistently and deals fairly with everyone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) Fosters a good team spirit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) Listens and takes appropriate account of my views and ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) Involves me, where appropriate, in decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) Provides me with help and support when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) Provides constructive and supportive feedback to help me develop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) Recognises and appreciates good performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

24. Taking everything into account, how satisfied or dissatisfied are you with your immediate manager?

TICK ONE ONLY

Very satisfied	Fairly satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	No opinion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

25. Please tell us whether you agree or disagree with the following statements:

TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) I understand my role and responsibilities within the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) The University's strategic aims and objectives are set out and communicated clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) I can explain how my job contributes to the University's aims and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) The Vice-Chancellor, Pro Vice-Chancellors and Directors do a good job in giving strategic direction to the University	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) University decision making processes work effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) I understand how decisions are made in my department	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) I believe that the University manages change effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

26. Taking everything into account, how satisfied or dissatisfied are you with the University's performance and leadership?

TICK ONE ONLY

Very satisfied	Fairly satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	No opinion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

Internal Communication:

Having in place effective methods of communication that ensure mutual understanding between the University and its staff

27. Please tell us whether you agree or disagree with the following statements:

☐☑☐☐☐☐
 TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) Members of my area of work share information with each other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) Different areas of work share information with each other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) I am well informed about decisions made in my department or area of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) I am well informed about University policy and strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) Top level university information reaches all staff effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) Information on policies and procedures is easy to understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) In general, the reasons for changes in policy and procedures are adequately explained to me	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) I am given sufficient opportunity to contribute to decision making in my department or area of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) I am given sufficient opportunity to contribute to University policy making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
j) I can find the information I need to do my job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
k) The University newsletter provides me with useful information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
l) It is easy for me to find useful information on the University website	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
j) The amount of e-mails I normally receive is manageable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

28. Taking everything into account, how satisfied or dissatisfied are you with communication within the University?

☐☑☐☐☐☐
 TICK ONE ONLY

Very satisfied	Fairly satisfied	Neither satisfied nor dissatisfied	Fairly dissatisfied	Very dissatisfied	No opinion
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

Physical and Virtual Environments and Access :

A physical environment that is conducive to the achievement of individual and University objectives, a safe and accessible workplace and an awareness of a developing range of transport options

29. Please tell us whether you agree or disagree with the following statements:

TICK ONE ONLY
 PER ROW

	Strongly agree	Tend to agree	Neither	Tend to disagree	Strongly disagree	No opinion
a) I have enough space in my immediate working environment to do my job effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
b) The quality of my immediate working environment allows me to do my job effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
c) I have the materials and equipment I need to do my job effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
d) The University's IT infrastructure is adequate for my needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
e) All health and safety issues in my area are addressed promptly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
f) I have received adequate health and safety training for my work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
g) I believe the University is committed to working in an environmentally friendly way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
h) I am encouraged to recycle waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>
i) University Eco-Champions have encouraged me to change my behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="radio"/>

30. How far do you live from your place of work??

TICK ONE ONLY

5 miles and under

11 - 20 miles

6 - 10 miles

More than 20 miles

31. How do you normally travel to work?

TICK ONE ONLY

On foot

Motorbike

Car as the driver

Bicycle

Public transport

Car as a passenger

Both of the above (i.e. car share)

A combination of the above

32. Taking everything into account, how satisfied or dissatisfied are you with your physical and virtual environments and access ?

TICK ONE ONLY

Very satisfied

Fairly satisfied

Neither satisfied nor dissatisfied

Fairly dissatisfied

Very dissatisfied

No opinion

Overall satisfaction:

33. Taking everything into account, how satisfied or dissatisfied are you with working for Cardiff University ?

TICK ONE ONLY

Very satisfied

Fairly satisfied

Neither satisfied nor dissatisfied

Fairly dissatisfied

Very dissatisfied

No opinion

Priorities for the future:

Some members of staff have already been consulted on their most important improvements for the future. Many of these ideas are included in the next question. There are 16 ideas in total, and to help you place them in order of priority we have divided them into a series of pairs.

Every idea appears more than once, but every pair is different. Please **fully** complete the following page of the questionnaire so that we have enough information to work out your priorities - all that is needed are first impressions for every pair.

Please read the instructions below carefully before going on to the last page of the questionnaire.

Right! 

- The middle box is used if both ideas are equally important or unimportant (remember ideas appear more than once)
- A cross on the far left or right indicates that this idea is much more important to you than the one opposite

First idea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fourth idea
Second idea	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fifth idea
Third idea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sixth idea

Wrong! 

- Only one cross is allowed per line (if both ideas are equally important use the middle box)
- All lines need to be filled in

First idea	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fourth idea
Second idea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fifth idea
Third idea	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sixth idea

Technical note This system for establishing priorities is known as sequential paired comparison using a reduced subset cyclic design. There is a structure to the pairings (which is not obvious from the questionnaire) which allows comparison between pair ratings; although respondents rate each pair in isolation, all the information is combined by matrix procedures, allowing overall priorities to be established. In the questionnaire there are 16 different ideas; the paired comparison method allows respondents to prioritise the entire set, which would be difficult or impossible by other methods.

The system was developed by Galen Ives of Priority Research Ltd who can be contacted on +44 (0)845 051 1006 if you have any further queries.

34. What can the University do, as part of the Positive Working Environment initiative, to ensure all members of staff feel valued, supported and encouraged to reach their full potential?

This side is much more important

I feel the same about both sides

This side is much more important

Important!

ONLY ONE TICK PER ROW
 FILL IN ALL ROWS

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Encourage and support internal secondments and work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a professional and 'can do' attitude
A culture of just saying 'thank you' more often	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Straightforward processes that trust you to do your job
Do more to support other ways of getting to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More regular feedback on performance
More opportunities for socialising with people in other departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage and support internal secondments and work shadowing
Encourage people to participate in diversity networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	More comprehensive benefits and discounts
Better communication of what support the University can provide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Improve internal communication mechanisms so that all staff are kept fully up-to-date with important information
Better communication inside and between departments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A culture of just saying 'thank you' more often
Workload models for a fairer distribution of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Find better ways to manage conflicts and deal with complaints
Encourage and support internal secondments and work shadowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Keep building Cardiff's reputation as a world leading University
More opportunities for socialising with people in other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do more to support other ways of getting to work
Encourage and support internal secondments and work shadowing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Better communication of what support the University can provide
Develop a professional and 'can do' attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Encourage people to participate in diversity networks
Straightforward processes that trust you to do your job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workload models for a fairer distribution of work

Background information:

- We are collecting this information so that we can ensure the survey represents the diversity in the work place
- The University will not see your completed questionnaires, or be given any data files that include detailed demographic information
- Priority Research adheres to the Market Research Code of Conduct and the Data Protection Act, both of which prohibit identification of respondents to confidential survey research
- Priority Research will not include any results in the final report that may risk individuals being identified

35. How long have you worked at the University?

TICK ONE ONLY

Under 1 year

6 - 10 years

16 years or more

1 - 5 years

11 - 15 years

36. How long have you worked in your current post?

TICK ONE ONLY

Under 1 year

6 - 10 years

16 years or more

1 - 5 years

11 - 15 years

37. Where do you do most of your work??

TICK ONE ONLY

Academic Schools:

- | | | |
|---|--|--|
| Architecture <input type="checkbox"/> | European Studies <input type="checkbox"/> | Nursing and Midwifery <input type="checkbox"/> |
| Biosciences <input type="checkbox"/> | Healthcare Studies <input type="checkbox"/> | Studies <input type="checkbox"/> |
| Business <input type="checkbox"/> | History and Archaeology <input type="checkbox"/> | Optometry & Vision <input type="checkbox"/> |
| Chemistry <input type="checkbox"/> | Journalism Media and <input type="checkbox"/> | Sciences <input type="checkbox"/> |
| City and Regional <input type="checkbox"/> | Cultural Studies <input type="checkbox"/> | Pharmacy <input type="checkbox"/> |
| Planning <input type="checkbox"/> | Law <input type="checkbox"/> | Physics and Astronomy <input type="checkbox"/> |
| Computer Science <input type="checkbox"/> | Lifelong Learning <input type="checkbox"/> | Postgraduate Medical <input type="checkbox"/> |
| Dentistry <input type="checkbox"/> | Mathematics <input type="checkbox"/> | and Dental Education <input type="checkbox"/> |
| Earth, Ocean and <input type="checkbox"/> | Manufacturing <input type="checkbox"/> | Psychology <input type="checkbox"/> |
| Planetary Sciences <input type="checkbox"/> | Engineering Centre <input type="checkbox"/> | Religious and <input type="checkbox"/> |
| Engineering <input type="checkbox"/> | Medicine <input type="checkbox"/> | Theological Studies <input type="checkbox"/> |
| English, Communication <input type="checkbox"/> | Music <input type="checkbox"/> | Social Sciences <input type="checkbox"/> |
| and Philosophy <input type="checkbox"/> | | Welsh <input type="checkbox"/> |

Administrative Directorates:

- | | |
|---|--|
| Corporate Services & <input type="checkbox"/> | Registry & Student <input type="checkbox"/> |
| Human Resources <input type="checkbox"/> | Support <input type="checkbox"/> |
| Information Services <input type="checkbox"/> | Strategic Development <input type="checkbox"/> |
| Physical & Financial <input type="checkbox"/> | |
| Resources <input type="checkbox"/> | |

38. On which campus/site do you do most of your work?

TICK ONE ONLY

- | | | |
|---------------------------------------|--|--|
| Cathays Park <input type="checkbox"/> | Llandough Hospital <input type="checkbox"/> | Llanrumney Sports Field <input type="checkbox"/> |
| Newport Road <input type="checkbox"/> | Velindre Hospital <input type="checkbox"/> | Other (Please specify) <input type="checkbox"/> |
| Heath Campus <input type="checkbox"/> | Talybont <input type="checkbox"/> | <input type="text"/> |
| Caerleon <input type="checkbox"/> | Whitchurch Hospital <input type="checkbox"/> | |

39. What kind of post do you currently hold?

TICK ONE ONLY

- | | | |
|--|--|---|
| Academic – teaching and research <input type="checkbox"/> | Administrative support staff <input type="checkbox"/> | Operational services <input type="checkbox"/> |
| Academic – research only <input type="checkbox"/> | Clinical Academic <input type="checkbox"/> | Technical services <input type="checkbox"/> |
| Academic – teaching and scholarship <input type="checkbox"/> | Managerial, professional and specialist staff <input type="checkbox"/> | |

40. Do you have management responsibility for other staff?:

TICK ONE ONLY

- Yes No

41. What are your hours of work?

TICK ONE ONLY

- Full time Part time/fractional Part time hourly paid

42. Is your appointment?:

TICK ONE ONLY

- Open ended Fixed term/Temporary Casual/Part time hourly

43. Are you:

TICK ONE ONLY

- Female Male Transgender

44. To which of the following age groups do you belong?

TICK ONE ONLY

- | | | |
|----------------------------------|----------------------------------|--|
| 16 - 24 <input type="checkbox"/> | 45 - 54 <input type="checkbox"/> | Prefer not to say <input type="checkbox"/> |
| 25 - 34 <input type="checkbox"/> | 55 - 64 <input type="checkbox"/> | |
| 35 - 44 <input type="checkbox"/> | 65+ <input type="checkbox"/> | |

45. To which of these groups do you consider you belong?

TICK ONE ONLY

White

- British
 Any other White background

Mixed

- White & Black Caribbean
 White & Black African
 White & Asian
 Any other Mixed background

Black or Black British

- Caribbean
 African
 Any other Black background

Other

- Any other background
 Not known
 Prefer not to say

Asian or Asian British

- Indian
 Pakistani
 Bangladeshi
 Chinese
 Any other Asian background

46. Please select the option which best describes your National Identity:

TICK ONE ONLY

- Welsh
 British
 English

- Irish
 Scottish
 Other

- Unknown
 Prefer not to say

47. Are you a:

TICK ONE ONLY

United Kingdom citizen

EU citizen

Citizen of any other country

48. Do you have any long-term illness, health problems or disability which limits your daily activities or the work you can do?

TICK ONE ONLY

Yes

No

49. How would you describe your sexual orientation?

TICK ONE ONLY

- Lesbian
 Bisexual

- Gay
 Heterosexual

Prefer not to say

50. Please select your religion, faith or philosophical belief?

TICK ONE ONLY

- Atheism
 Agnosticism
 Buddhism
 Christianity

- Hinduism
 Islam
 Jewish
 Sikhism

- None
 Prefer not to say

**Thank you for completing this questionnaire.
 Please return to Priority Research in the
 pre-paid envelope provided.**