



Department  
Of  
Human  
Resources.

# Annual Staffing Report Executive Summary

1<sup>st</sup> August 2005 – 31<sup>st</sup> July 2006

This is the Executive Summary for the twelfth Annual University of Sheffield Staffing Report, covering the period 1 August 2005 – 31 July 2006.

The aims of the Annual Staffing Report are to provide a framework for the analysis of management information at the University and to highlight important emerging staffing trends. This analysis contributes to the achievement of the University's "Our Shared Vision", through the setting of equal opportunity targets, informing University planning and decision making processes and all activities undertaken across the University by the Department of Human Resources, in support of the University's HR Strategy.

The data set out in this Report relates to current University staff, those who have left the University and all those making an application to join the University during the reporting period. As with previous years, the data has been evaluated according to a number of factors including age, disability, ethnicity, gender and working commitment. Comparisons are made and key trends identified where helpful.

The data in this reports shows that 54% of University staff are women, while women represent 32% of the academic staff. 4% of staff have a declared disability. The proportion of University staff of minority ethnic origin is 8%, increased from 5% in 2000 – 01.

In the area of recruitment, the number of minority ethnic origin (MEO) applicants has been maintained. 15% of all new staff appointed during 2005-06 were of minority ethnic origin, which exceeds the MEO proportion of the working population for Sheffield (5%) and for England and Wales (6%), (2001 Census). The proportion of female staff promoted to Senior Lecturer rose from 32% (2004) to 43% during 2005.

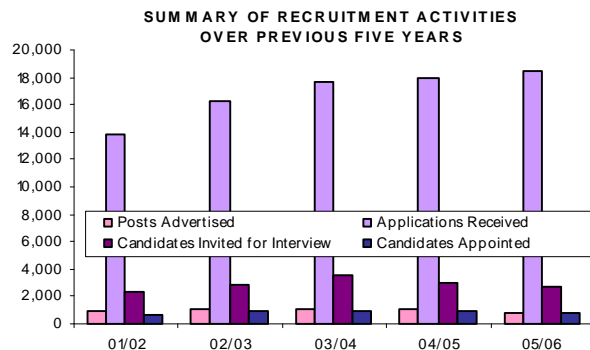
Finally, I would like to thank all staff in the Department of Human Resources, whose important contributions make this Report possible, for their continued commitment to the Department of Human Resources and its work in support of the University, in achieving its mission and aims as a whole.

**ROSIE VALERIO**  
Director of Human Resources Management

## 1.1 STAFF RECRUITMENT AND SELECTION

- n 847 posts were advertised this year, a 20% decrease from the previous year.
- n 18,540 applications were received, equating to a 4% increase from the previous year, with the average number of applicants per post being 22, compared to 17 applicants per post in the previous year.
- n 15% of all applicants were invited for interviews, compared with 17% in the previous year.
- n 4% of all applicants and 30% of candidates invited for interview were appointed to posts.
- n The number of candidates appointed to posts has decreased by 21%, compared with the previous year.
- n Women applicants had a higher success rate than men in being invited for interview (17% compared to 14%) but the men interviewed were more likely to be appointed (success rate of 32% compared to 28%).
- n Applications from people of minority ethnic origin decreased as a proportion of total applications, from 29% in 04/05 to 28% in 05/06.

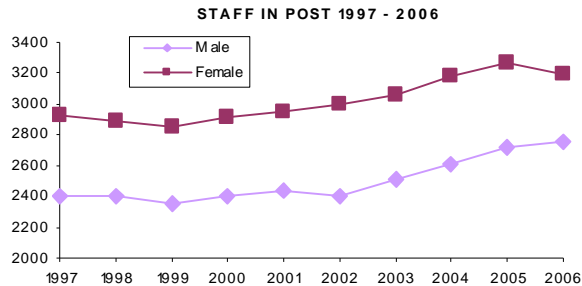
	01/02	02/03	03/04	04/05	05/06
Posts Advertised	955	1058	1089	1065	847
Applications Received	13794	16254	17665	17885	18540
Candidates Invited for Interview	2271	2849	3530	3036	2759
Candidates Appointed	737	905	1186	1025	814



## 1.2 CURRENT STAFF

- n In total there are 5,951 staff at the University, a 10% increase over the past 5 years.
- n 54% of staff are women; a decrease (1%) for the first time in 10 years.
- n 32% of academic staff are women, a decrease from 33% in 04/05.
- n The rate of increase in the number of research staff has slowed this year (2% increase in 05/06) compared to a 28% over the last 5 years.
- n The age profile of the organisation has remained stable over the past 5 years.
- n 26% of all staff work on a part-time basis (of which 85% are female); this proportion has remained stable over the past 5 years.
- n 4% of current staff have a declared disability.
- n The proportion of staff of minority ethnic origin (MEO) is currently 8%, increased from 6% in 2001-02, (MEO proportion of working age population for Sheffield is 5% and for England and Wales is 6% - 2001 Census).

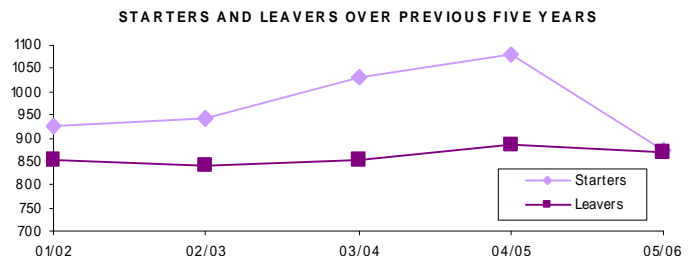
	Male	Female	Total
1997	2399	2921	5320
1998	2398	2892	5290
1999	2354	2856	5210
2000	2402	2907	5309
2001	2444	2951	5395
2002	2407	2999	5406
2003	2510	3059	5569
2004	2608	3176	5784
2005	2720	3263	5983
2006	2753	3198	5951



### 1.3 STARTERS AND LEAVERS

- n The number of starters (874) exceeded the number of leavers (870) by 4 this year, (total current staff = 5,951).
- n Staff turnover was 15%; this has remained stable over the past 5 years.
- n Staff turnover was highest in the Research (24%) and Clinical (18%) staff groups, and within the Faculties of Pure Science (17%) and Law (16%).
- n 31% of all starters were part-time, compared with 26% of all current staff.
- n 15% of all starters, for whom ethnicity was known, were of minority ethnic origin, compared with 8% of current staff.
- n 97 work permit applications were made in 05/06, representing 11% of total new starters for 05/06.

	01/02	02/03	03/04	04/05	05/06
Starters	928	943	1031	1080	874
Leavers	853	841	852	886	870
Variance	75	102	179	194	4

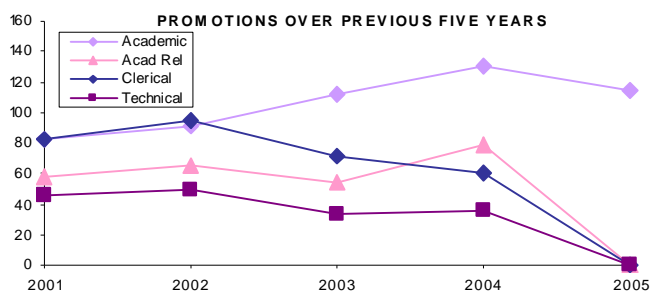


### 1.4 STAFF PROMOTIONS

- n The 2005 figures detailed below represent promotions for Academic and Academic Related staff to the Grade of Senior Lecturer/equivalent, for conferment of the title of Reader and promotion to Personal Chair/Professorial equivalent.
- n During 2005, the grading of staff to grades other than those mentioned above have been confirmed/reviewed through the job matching process, as part of the implementation of the Pay & Reward Project. Therefore this year's report does not include any promotions data on Non-Academic staff promotions, or on promotions up to and including Grade 8 on the new grading structure.
- n 41% of those promoted were women.

- n Staff of minority ethnic origin (MEO) represented 8% of those promoted during the year, consistent with the proportion of MEO staff currently employed at the University.
- n The proportion of those promoted with a declared disability was 4%, consistent with the proportion of current staff with a declared disability.

	2001	2002	2003	2004	2005
Academic	83	91	112	130	114
Acad Rel	58	65	54	79	0
Clerical	83	95	71	60	0
Technical	46	49	33	36	0
<b>Total</b>	<b>270</b>	<b>300</b>	<b>270</b>	<b>305</b>	<b>114</b>

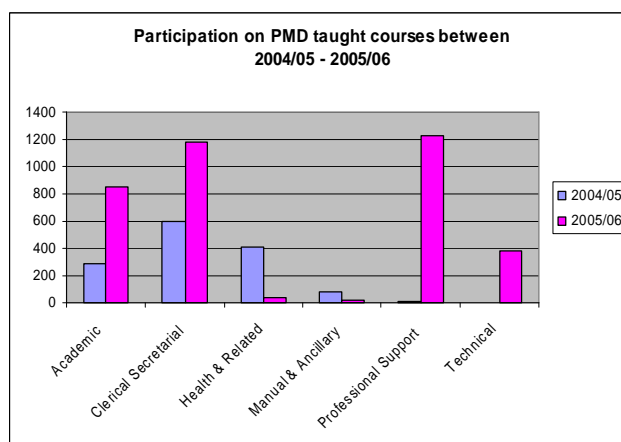


## 1.5 STAFF DEVELOPMENT

- n Support for the implementation of the revised staff review and development scheme (SRDS) was a major focus for staff development during 05/06. This was done through the provision of a range of sessions as well as web-based documentation. In all, 98 sessions were delivered.
- n The number of taught courses has increased since 04/05 from 155 to 212 in 05/06. This increase represents the inclusion of SRDS courses and a reduction in the number of other courses previously delivered. Two new courses on Diversity were introduced in 05/06, one aimed at all staff, the other at managers.
- n There has been a marked increase in the number of academic, technical and professional support staff who attended programmes during this reporting period, this could be the result of the SRDS sessions.
- n 28 tailored sessions were held in a range of academic and central service departments. These sessions ranged from skills development to facilitation of strategic planning discussions.
- n Another major piece of work undertaken was the design of a Support for Managers framework. This framework will now form the basis for future management course provision.

Number of participants on PMD courses

Staff Category	2004/05	2005/06
Academic	295	848
Clerical Secretarial	601	1,181
Health & Related	410	43
Manual & Ancillary	84	18
Professional Support	14	1,227
Technical	3	376
<b>TOTAL</b>	<b>1,407</b>	<b>3,693</b>



## 1.6 STATISTICS AT A GLANCE

	01/02	02/03	03/04	04/05	05/06
Posts advertised	955	1,058	1,089	1,065	847
Applications received	13,794	16,254	17,665	17,885	18,540
Invited for interview	2,271	2,849	3,530	3,036	2,759
Candidates appointed	737	905	1,186	1,025	814
Total no. of staff	5,406	5,569	5,784	5,983	5,951
Total staff - % women	55 %	55 %	55 %	55 %	54 %
SETM* staff - % women	47 %	46 %	47 %	47 %	46 %
Academic staff - % women	29 %	30 %	32 %	33 %	32 %
SETM academic staff - % women	24 %	26 %	27 %	27 %	27 %
% of current staff 40 years old and over	56 %	56 %	56 %	56 %	57 %
% of current staff working part-time	26 %	26 %	27 %	26 %	26 %
% of current staff with a declared disability	4 %	5 %	5 %	4 %	4 %
% of current staff of minority ethnic origin	5 %	6 %	7 %	7 %	8 %
Starters minus leavers	75	102	179	194	4
Staff turnover (%)	16 %	15 %	15 %	15 %	15 %
No. of work permits	88	65	121	114	97
Promotions - % of total pool promoted	7 %	8 %	7 %	7 %	7%

\*SETM includes the Faculties of Engineering, Medicine and Pure Science.