

UniJobs QIP Implementation Summary Report

Unit: UniJobs

Head of Unit: Damien Bowe

(responsible for QIP implementation)

1. Date on which QIP received from QSU: 30th January 2019
2. Date on which unit met to discuss and ratify the QIP: February 2019
3. Date on which interim self-assessment of progress on level 1 recommendations (sections 5 and 6 in table) was returned to QSU: 27th August 2020
4. Date on which QIP progress was presented to Quality Committee: 10th February 2021
5. Date on which implementation review meeting was held: 16th May 2022
6. Final summary report presented to Quality Committee: 1 June 2022

Summary status of recommendation implementation:

Rec no. (level)	Recommendation	Closed	Open	Commentary
1 (1)	Strengthen UniJobs governance with additional independent members on its board of directors.		√	New governance arrangements will be in place by end 2022.
2 (1)	Explore the cost recoupment model to ensure that investment for growth is achievable within the period of the next business plan.	√		
3 (1)	As a matter of urgency, undertake with UL a process redesign exercise to simplify the stages in the hiring process and achieve a more efficient system that is capable of responding more quickly to stakeholders' needs.	√		
4 (1)	Clarify with UL senior management the purpose of UniJobs in order to add value to the university's staffing processes.	√		
5 (1)	Implement the improved timesheet process early in 2019 as planned and include comprehensive communications and training for temporary employees and UL's hiring managers.	√		
6 (1)	Develop and implement a systematic aftercare package for hiring managers and employees.	√		
7 (1)	Raise brand awareness of UniJobs across UL and the wider stakeholder network	√		
8 (1)	Increase the pool of suitable candidates so that a quick fill rate can be achieved without the need to advertise so frequently for specific posts. Use generic adverts and	√		

	anticipate needs using HR intelligence through effective workforce planning.			
9 (1)	In partnership with UL, raise awareness of UniJobs within the university, including among managers, staff and other interested parties.	√		
10 (2)	Improve communications with stakeholders, hiring managers and temporary employees.	√		
11 (2)	Develop and implement a corporate social responsibility (CSR) work stream.	√		
12 (2)	Work with UL to conduct a benefits analysis to review and determine how the UniJobs service could be focused to maximum effect.	√		
13 (2)	Develop and implement a systematic approach to obtaining feedback.	√		
14 (2)	Refine the survey on email signatures to include a question about possible enhancements and move to an even number of options on the response scale.	√		



Director of Quality

Date: 17th May 2022