

## FREQUENTLY ASKED QUESTIONS

### ABOUT YOUR VOICE

#### What is Your Voice?

Your Voice is a confidential survey, externally run by [Voice Project](#). It provides staff with the opportunity to provide comprehensive feedback to the University, so as to inform actions and strategic priorities now and into the future.

Your Voice is used broadly across the higher education sector which means we are also able to compare our results against a benchmark group of other Universities.

In 2016, for the first time a separate survey will be run to capture feedback from our sessional/casual academic workforce.

#### Why are we running the survey?

UON has been using Your Voice since 2003 to gain insight into important issues within the organisation, to identify what we are doing well and where we could improve.

Full surveys have been run in 2003, 2007, 2010, 2013 and 2014 – allowing us to compare our results over time.

#### Why are there two surveys?

The experience of the sessional/casual academic workforce is quite specific. To address their specific needs, a separate survey has been developed for this cohort which will also be benchmarked across the sector.

#### Who is Voice Project?

Voice Project is a third party research and consulting company headquartered at Macquarie University, Sydney. They assist in the design, administration, data collection, analysis and reporting of the results.



#### Is the survey valid?

The Your Voice survey was developed by researchers at Voice Project and Macquarie University. The psychometric support for the reliability and validity of the tool has been published in the Australian Journal of Psychology, a peer-review journal. In addition, the survey has been administered to over 2600 organisations to date. If you have a specific question about the tool, please contact [cindy.leung@voiceproject.com](mailto:cindy.leung@voiceproject.com)

### ABOUT YOUR RESPONSES

#### Who should complete the survey?

All ongoing, fixed-term and casual UON staff are invited to complete the survey.

A small number of staff (ie those who do some additional casual teaching) will receive the two surveys and are encouraged to complete both.

#### Is the survey confidential?

Yes, the survey is administered by Voice Project and the University does not know who has or has not completed the survey. All responses are processed by Voice Project, who analyse the results. Results are analysed at the whole University level, and also by Faculty/Division and School/Unit.

To protect the confidentiality of responses, results will not be analysed where there are fewer than 10 responses in a group. Your comments to open ended questions may be included in the report and will be grouped by work area where there are 10 or more respondents.

Voice Project consultants are bound by the code of conduct and ethical guidelines of the Australian Psychological Society, and the Psychology Board of Australia.

## FREQUENTLY ASKED QUESTIONS

### **Why do you ask demographic questions?**

Information is collected so that results can be reported by Faculty/School and Division/Unit level. Results are only analysed for groups with 10 or more responses. Demographic information is NOT linked to responses in ways that could identify individuals.

### **How will the data be used?**

The data will reside with Voice Project. Voice Project may consider using the data for benchmarking or research purposes. Again, at no time will individuals or organisations be directly or indirectly identified in published research.

## **COMPLETING THE SURVEY**

### **How can I participate?**

You will receive an invitation by email from the Voice Project with a link to the survey. Simply click on the link (or copy and paste the link into your internet browser) and follow the prompts to complete the survey.

Each link is unique which allows the consultants to remove people from the reminder list once they have completed the survey.

### **Is the survey compulsory?**

No, the survey is not compulsory.

However, we strongly encourage you to participate. Our workforce is large and your experiences are diverse. A high response rate will ensure we are acting on collective feedback rather than the voice of a vocal few.

### **How long will the survey take?**

The survey will take approximately 15-20 minutes to complete.

## **WHAT HAPPENS WITH THE RESULTS?**

### **How will the results be made available?**

Voice Project presents the overall results to the University's Executive Committee. Reports are then prepared for discussion at Faculty/School and Division/Unit level.

### **What can I expect to happen following the survey?**

Senior management will work to address any University-wide issues that are identified.

After results are shared with all staff, individual managers are expected to work with their teams to develop a set of priorities and ensure these are addressed within relevant Corporate Plans.

### **Who should I contact if I have more questions?**

Please contact Your Voice project manager [Emma.Palmer@newcastle.edu.au](mailto:Emma.Palmer@newcastle.edu.au) in the Workforce Strategy and Transformation team.