THE UNIVERSITY OF SHEFFIELD

Annual Staffing Report

Executive Summary Report

1 August 2002 - 31 July 2003
This ninth Annual University of Sheffield Staffing Report covers the period 1 August 2002 - 31 July 2003.

For the second year summary data and a brief account of key statistics and developments from the Annual Staffing Report have been provided in an Executive Summary Report.

The data in this summary and throughout the report has been rounded to the nearest whole figure.

1.1 STAFF RECRUITMENT AND SELECTION

- 1,058 posts were advertised this year, a 71% increase since 1998/99.
- 16,254 applications were received, equating to a 18% increase compared with the previous year, with the average number of applicants per post being 15.
- 18% of all applicants were invited for interview, compared with 14% in 1998/99.
- 6% of all applicants (and 32% of candidates invited for interview) were appointed to posts.
- The number of candidates appointed to posts has increased by 23% compared with the previous year and by 102% since 1998/99.

<table>
<thead>
<tr>
<th>Year</th>
<th>Posts Advertised</th>
<th>Applications Received</th>
<th>Candidates Invited for Interview</th>
<th>Candidates Appointed</th>
</tr>
</thead>
<tbody>
<tr>
<td>98/99</td>
<td>620</td>
<td>9,208</td>
<td>1,307</td>
<td>448</td>
</tr>
<tr>
<td>99/00</td>
<td>947</td>
<td>13,951</td>
<td>2,091</td>
<td>637</td>
</tr>
<tr>
<td>00/01</td>
<td>1,042</td>
<td>12,841</td>
<td>2,213</td>
<td>664</td>
</tr>
<tr>
<td>01/02</td>
<td>955</td>
<td>13,794</td>
<td>2,271</td>
<td>737</td>
</tr>
<tr>
<td>02/03</td>
<td>1,058</td>
<td>16,254</td>
<td>2,849</td>
<td>905</td>
</tr>
</tbody>
</table>

1.2 CURRENT STAFF

- The total number of staff in post has remained broadly constant over the previous 4 years, increasing by 7%, from 5,210 in 1999 to 5,569 in 2003.
- 55% of staff working at the University are female, meaning that the gender composition of the University has remained largely unchanged since 1999.
- The age profile of the organisation has remained broadly the same over the past 4 years; 56% of current staff are over 40.
- 26% of all staff work on a part-time basis and this proportion has remained broadly constant over the past 4 years.
- 5% of current staff are known to have a disability; this has been constant since 2001.
- The percentage of staff of minority ethnic origin is currently 6%, compared to 5% in 2001.
1.3 STARTERS AND LEAVERS

- The number of starters (943) exceeded the number of leavers (841) this year by 102 out of total current staff numbers of 5,569.
- As in previous years, the majority of staff movement is concentrated in the research, ancillary and clerical categories and within the Administration/Facilities Management Directorate (FMD).
- During this period staff turnover was 15% which has remained relatively stable over the past 4 years.
- 34% of all starters were part-time, compared with 26% of current staff.
- 65 work permit applications were made in 2002/03, the lowest number since 1998/99, possibly due to the introduction of new charging procedures for each work permit application, meaning extensions are made for longer periods of time in order to cut costs.

<table>
<thead>
<tr>
<th>Year</th>
<th>Starters</th>
<th>Leavers</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>98/99</td>
<td>768</td>
<td>853</td>
<td>-85</td>
</tr>
<tr>
<td>99/00</td>
<td>929</td>
<td>801</td>
<td>128</td>
</tr>
<tr>
<td>00/01</td>
<td>949</td>
<td>857</td>
<td>92</td>
</tr>
<tr>
<td>01/02</td>
<td>928</td>
<td>853</td>
<td>75</td>
</tr>
<tr>
<td>02/03</td>
<td>943</td>
<td>841</td>
<td>102</td>
</tr>
</tbody>
</table>

1.4 STAFF DEVELOPMENT

- More than 90% of departments submitted Staff Development Plans and the Staff Development Unit continued its work of supporting departments through this process.
- Over 80% of staff responding to a survey stated that their development needs identified via the Staff Review and Development Scheme (SRDS) had been met or partly met.
- Two significant new sources of e-learning were introduced during this period: Reach Online materials for IT e-learning materials; and a full catalogue of personal and management development titles.
- All central administrative departments have been awarded Investors in People Status during this year.

1.5 STAFF PROMOTIONS

- From the academic, academic-related, clerical and technical staff pool a total of 300 staff have been promoted in 2002 (an increase of 11% compared with 2001 but broadly constant since 1998).
- 8% of the total pool has been promoted, compared with 7% in 2001 and 10% in 1998.
- 55% of staff promoted were female.
- In all categories, except technical, the proportion of those promoted who are female equalled or exceeded the proportion of the total eligible pool who are female.
- 30% of all promotions were in the academic category and 32% in the clerical category.
- Through the Manual and Ancillary Regrading Procedure 10 staff were promoted: the proportion of staff regraded who were female rose from 19% in 2001 to 40% in 2002 and 10% of those promoted were of minority ethnic origin.
- The proportion of those promoted who were of minority ethnic origin has increased from 4% in 2001 to 6% in 2002 and the proportion of academic staff promoted of minority ethnic origin has risen from 5% to 9% over the same period.
- The proportion of those promoted who were known to be disabled has increased from 4% in 2001 to 7% in 2002.
## 1.6  EQUAL OPPORTUNITIES AND HR DEVELOPMENTS

- A key development in the past year has been the establishment of an Equality Strategy Steering Group, a formal committee, reporting directly to the University Council which has delegated responsibility in the area of equal opportunities.
- A University Race Equality Policy and Action Plan has been introduced this year which has recently been designated as one of a number of ‘exemplars’ by HEFCE and is to be made publicly available through both the University and HEFCE websites.
- The University has continued to progress the HR Strategy which was approved by HEFCE in the last period, making use of HEFCE funding targeted towards rewarding and developing staff.

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**Department of Human Resources**  
**October 2003**

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**THE UNIVERSITY OF SHEFFIELD**

**Department of Human Resources**  
Firth Court, Western Bank, Sheffield S10 2TN.  
Tel: Sheffield (0114) 222 1601  Fax: (0114) 222 1624