



UiO • **Faculty of Humanities**
University of Oslo

Working environment and labour climate surveys

Implementation of ARK at the Faculty of Humanities 2020



ARK – what and why?

- A working environment and climate survey to map the **psychosocial** working environment:
 - Made by our sector, for our sector
 - Research-based
 - The data will form the basis for further research
- **A tool** used to analyse how the employees feel and how much commitment and well-being they experience at work.
- On the basis of the analysis, we can prepare **measures** to improve the job situation of all employees and enhance their feeling of commitment.



ARK – what and why? Cont.

- To turn the DEPARTMENT into a workplace that promotes good health

<https://www.youtube.com/watch?v=ymsTWOppPkg>



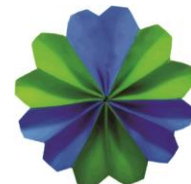
The objective of implementing ARK

- ‘To ensure legitimacy for the implementation of measures that develop the organization’s working environment, culture and organization’
- Or, in other words:
 - ‘You CAN and MUST take part in identifying the measures that are needed in YOUR workplace!’



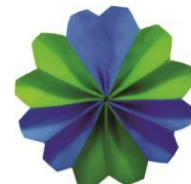
Problems that ARK cannot solve

- Conflicts
 - Existing conflicts within a community (must be solved through existing routines for conflict resolution).
- Whistleblowing
 - Reprehensible conditions (use the whistleblowing routine).



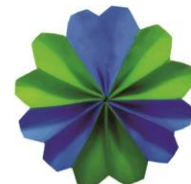
Who is working with ARK in your department?

- Head of Department: NAME
- Administrative resource for implementation of ARK: NAME
- EV. Expert adviser: NAME
- Local safety representative: NAME
- Project manager at the Faculty: Tonje Olsen



What happens when?

- 10 February – 1 March: Survey
- April/May: Feedback session
- Spring-autumn 2020: Action plans (based on the feedback sessions)
- From the autumn of 2020 until the next ARK survey: Implementation of measures and evaluation



High response rate = reliable results

- To obtain the most reliable results possible, we need as many as possible to respond.
- ... and there will be a gift certificate for the unit that has the highest response rate!
- A high response rate will provide a good basis for better work in the future: ARK will be repeated in three-year cycles.



The survey, 10 February – 3 March

- You will receive an email with a personal link to a questionnaire (sent by NTNU).
 - If you did not receive the email, notify your superior or the administrative resource.
- Responding to the questionnaire will take approximately 20 minutes.
 - Do it all in one go (you cannot save the form!)
- You must respond within three weeks.
- Two reminders will be sent to those who have not responded.

Never, never, never forward the email with the link to someone else.
Absolutely never ...



The survey, 10 February – 3 March, cont.

- You can choose to answer the questions in Norwegian or English.
- The entire questionnaire must be completed in one go, but you may choose not to answer some questions or to overwrite previous answers.

The entire questionnaire, with descriptions of all indices, is available at: <http://www.ntnu.no/ark/ressurser>.

Here you can also find an FAQ on how the study will be followed up, anonymity, research on the responses etc.



The survey, 10 February – 3 March cont.

Who will be invited to respond to the questionnaire?

- Those who are employed in a 40% FTE or more and have been employed for at least three months.
- If you believe that you are encompassed by these criteria, but have not received an invitation, you should contact the administrative resource .



The questions – examples

You and your Colleagues

25. How often do the following statements apply to conditions at your unit, ?

Name of unit in here

	Very rarely				Very often
	1	2	3	4	5
There a good atmosphere between my colleagues and myself	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is a good sense of fellowship at my unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I feel that I am a part of a community at my unit	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At my unit, we share thoughts and ideas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
At my unit, we share knowledge and experience	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I get the help and support I need from my colleagues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I help my colleagues succeed in their work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My colleagues are willing to listen when I face problems in my work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I take on tasks without being asked	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I help others in my unit with tasks that are actually their own responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Who is your immediate superior?

- Some of the questions focus on your immediate superior.
 - For all academic staff members, this is the head of department.
 - For administrative staff members, it is the head of administration.
- This applies even if the department has been divided into smaller units for the purposes of this survey.
- If you are a new employee or uncertain as to who your immediate superior is, you can contact the project management.



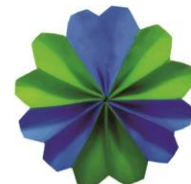
Units

- The department has been divided into smaller units/groups for the purposes of this study.
- In addition, we will receive reports for the department as a whole.
- The feedback sessions will take place at the unit level.
- We can address working environment issues in our immediate community as well as at the department level.



Why should I spend 20 minutes of my time to respond to the questionnaire?

- Because it concerns YOUR workplace and how YOU feel in it.
- Because all responses are important.
- Because it will help the department and UiO become a better workplace.



What happens when the responses have come in?

- The results from the survey will be presented as plain overviews with figures for averages and dispersion.
- The reports, which will be out approximately 3 weeks after the survey, will be used to plan a feedback session.



The feedback sessions

- Approximately 3 + 3 hours, in April/May.
- Presentation of the ARK report for the department and the unit/group.
- Group work: interpretation of the report and discussion/proposals for measures.
- Information on the further follow-up.



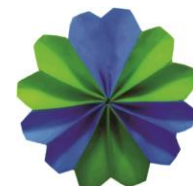
Will the results be followed up?

- Responsibility lies with the department management.
- Follow-up status will be requested by the Faculty's local working environment committee, LAMU.
- The safety representatives shall be invited to participate in the follow-up.



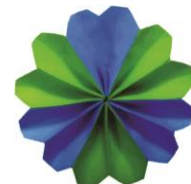
Can my answers be traced back to me?

- No: the final presentations of results will not include any information on age, gender, position code etc.
- No: in the analyses, all employees will be regarded as a single group.
- No: all answers are stored on a separate server with no Internet connection.



May your information be used for research purposes?

- You can answer yes or no.
- All data used for research purposes will be de-personalized.
- The data are stored in a database at NTNU, and research projects are subject to approval by the Norwegian Social Science Data Services (NSD).



More information on ARK

- The faculty's information page will be available from mid January.
- UiO's project page:
<http://www.uio.no/for-ansatte/arbeidsstotte/prosjekter/ark-uio/>
- NTNU's ARK pages: www.ntnu.no/ark



**Thank you for wanting to help improve
our working environment!**

Any questions?

