

# Workload model proposal and objectives

1. To provide data (in a suitable format) for management or administrative staff to use when trying to fairly distribute jobs in the department.
2. To only list activities and not to interpret data or allocate points or scores in any way
3. To provide contextual information on what others are doing particularly for the benefit of new UTOs but also in general to help people moderate their own work
4. To identify dual uses for as much of the data as possible
5. To track historical data for e.g. 3-5 years

## Rationale

Most of these objectives follow from consultative discussions at (and prior to) the Staff Away Day in 2018. The concept of dual-use of the data has been added since it was raised that collecting data for its own sake is rarely sustainable. The implication of this is that we should therefore try to make use of all the collected data in other ways. e.g. Directors of Studies pages should be updated from this data, committee webpages similarly etc.

## Proposal

1. Form a workload committee to provide a central point for considering changes, objections and suggestions from staff. We should rotate people through this and include new staff.
2. Consolidate all the data that we currently have in the central database and produce a document of what data we currently collect, how we collect it, what we use it for and what we could use it for (in particular, what alternative uses are there that encourage long-term viability).
3. Consult with department members responsible for allocating tasks to see if we have all the information they require and collect any missing data.
4. Present individual summaries to each UTO (and to some small number of senior staff) but not generally share it.
5. Consult for feedback on what is captured, what other things people are doing that they would like to be taken into account if someone is thinking of giving them a job and consider whether we will add them. We also ask people how much of their 'record' they would be willing to share with colleagues directly or anonymised.
6. Decide on a sharing (between UTOs) model: possibly none, possibly aggregated, possibly anonymised, possibly not.
7. Establish responsibilities for updating data whether they rest centrally or with individuals.

8. Share workload information more generally between staff.