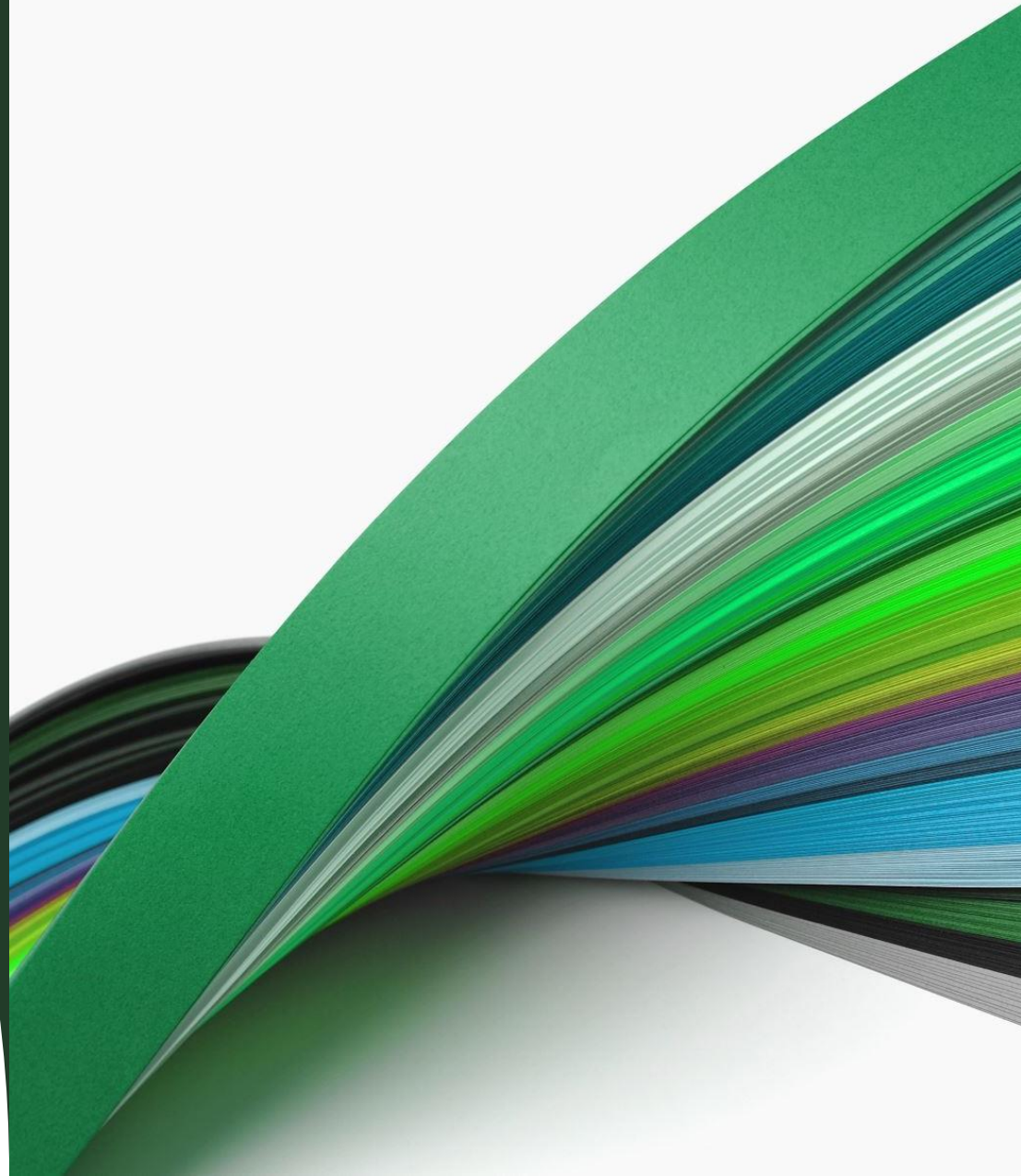


ECS Wizard 2023

Aberystwyth University



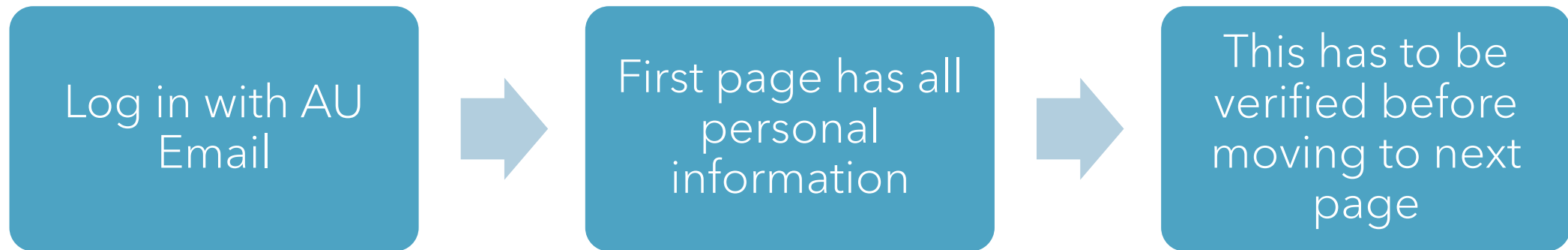
Effective Contribution Scheme 2023

One meeting per academic year*

Enables conversations about expectations & flexibility of the role

Joins up the conversation about role & career development

Page 1 - verification of Personal Details



ECS - Page 1 - Personal Information

- Staff member to confirm that the details are correct before moving on to the next page.
- This information is pulled from HR ABW
 - If this information is not correct, the staff member should contact HR to update the HR ABW system

Effective Contribution Scheme

Personal Information Academic Staff Supporting Evidence Objectives Impact Work Welsh Levels S.M.A.R.T. Objectives Developm... Training Comments Review & Submit

This form should be completed by all staff including those new to the university and on probation. Your contribution, impact and achievements should relate to the University's Strategic Aims.

ECS for: **Hubbard, Rachel** Staff Payroll Number: **50010** Staff Email: **rrh** DOB: **30-06-1962**

Job Title: **Organisational, Development & Learning Assistant** Position Number: **16700**

End Date of contract: **31-12-2099** Hours of work: **21.9** Grade: **SP05** Spinal point: **SPS21**

Level 5: **Human Resources** Department: **Human Resources**

Date this review period started: **01-08-2022** Date this review period ended: **31-07-2023**

* Reviewer Name & Email: **Gibbons, Emma (emg31)**

ECS - Page 2 - for Academic Staff only

- *For Academic Staff only.*
- *Opportunity to record WAMM and PeRP*
- *Page will be saved as they click to go to the next page.*
- *Page will only be saved when there is information of more than 3 characters in each of the boxes for the strategic aims - i.e. they can type "none" but not leave it blank.*

The screenshot shows a web browser window with the URL `er.ac.uk/abwl/f?p=111:65:15691446336504::65:P65_ECS_KEY,P65_WHOIAM:88620,0&success_msg=QWN0aW9uIFByb2Nlc3NIZC4%2FIMrAD81G...`. The page title is "ECS (Wizard Version)". A green notification banner at the top right says "Action Processed." with a checkmark icon.

The main content area is titled "Effective Contribution Scheme" and features a progress bar with 12 steps: Personal Information (checked), Academic Staff (highlighted), Supporting Evidence, Objectives, Impact, Work, Welsh Levels, S.M.A.R.T. Objectives, Developm..., Training, Comments, and Review & Submit.

Below the progress bar, a confirmation prompt reads: "Please confirm that you have discussed the following processes". There are two dropdown menus: "Workload Allocation Management Model (WAMM)" and "Personal Research Plan (PeRP)", both currently set to "No".

At the bottom of the form, there are four buttons: "Cancel", "Save & Exit", and "Save & Next" (with a right-pointing arrow). The "Save & Next" button is highlighted in blue.

The footer of the page includes the text "release 1.0 Built with using Oracle APEX". The Windows taskbar at the bottom shows the date and time as "14:47 05/04/2023".

ECS - Page 3 - Supporting Evidence

- On this page, the staff member, or in certain cases, the Line Manager, can upload any relevant documentation that supports the ECS. For Example:
 - Word document of completed ECS for Grades 1-3
 - PeRP
 - PGCTHE certificate
 - Courses certification etc

The screenshot displays a web browser window with the URL `...uk/abwl/f?p=111:63:15691446336504::63:P63_ECS_KEY,P63_WHOIAM:88620,0&success_msg=QWN0aW9uIFByb2Nl3NIZC4%2FIMrAD81IG...`. The browser tabs include 'Login - Terminalfour', 'Google Translate', and 'Document upload'. The application header shows 'ECS (Wizard Version)' and a green notification box stating 'Action Processed.'. The main content area is titled 'Effective Contribution Scheme' and features a progress bar with 12 steps: Personal Information, Academic Staff, Supporting Evidence, Objectives, Impact, Work, Welsh Levels, S.M.A.R.T. Objectives, Developm..., Training, Comments, and Review & Submit. The 'Supporting Evidence' step is currently active, indicated by a yellow circle. Below the progress bar, there is a 'Document name' field and a 'Choose File' button. A message reads: 'Please upload your document supporting your ECS here'. Navigation buttons include '< Cancel', 'Save & Exit', and 'Save & Next >'. The footer of the application shows 'release 1.0' and 'Built with using Oracle APEX'. The Windows taskbar at the bottom displays the search bar, system tray, and the date/time '14:48 05/04/2023'.

ECS - Page 4 - Objectives

- Objectives are now set out clearly, with each box being required to be completed with at least four letters.
- On year 2, the first box will hold information relating to the previous year's ECS objectives so that it is easier to complete and reflect on achievements and set new objectives.

Effective Contribution Scheme

Personal Information Academic Staff Supporting Evidence **Objectives** Impact Work Welsh Levels S.M.A.R.T. Objectives Developm... Training Comments Review & Submit

List your achievements against targets and objectives you set out last year

fhjkgd

6 of 30000

What do you think has been your contribution to your post over the past 12 months

• Give Examples of your achievements against the targets and objectives that you set out last year.

fhjksfjk

8 of 30000

Reviewers comments

Partly sunny

14:48 05/04/2023

ECS - Page 5 - Impact

- This page brings in the Universities' strategic aims and offers examples of how this might be reflected in their ECS.

Aberystwyth University - Assistant Reg | Login - Terminalfour | Google Translate | Impact

myadmin.aber.ac.uk/abwl/f?p=111:75:15691446336504::70:P75_ECS_KEY,P75_WHOIAM:88620,0&success_msg=QWN0aW9uIFByb2Nlc3NIZC4%2FIMrAD81G...

Aberystwyth University 1872 2022

ECS (Wizard Version)

Action Processed.

Effective Contribution Scheme

Personal Information Academic Staff Supporting Evidence Objectives **Impact** Work Welsh Levels S.M.A.R.T. Objectives Developm... Training Comments Review & Submit

Give examples of the impact of your achievements on the university's values & strategic aims

Transformational

- Always looking for improved ways of working
- Curious of best practice in, and out of AU.

Creative & Innovative

- Looking for new solutions
- Creating and sharing ideas which future-proof the university.

Inclusive (one AU)

14:48 05/04/2023

ECS - Page 6 - Job Satisfaction

- Staff are required to complete all boxes before moving to the next page.

The screenshot displays the 'ECS (Wizard Version)' web application. At the top, there is a navigation bar with the YTH University logo and a '150' anniversary badge. The main content area is titled 'Effective Contribution Scheme' and features a progress bar with 12 steps: Personal Information, Academic Staff, Supporting Evidence, Objectives, Impact, Work, Welsh Levels, S.M.A.R.T. Objectives, Developm..., Training, Comments, and Review & Submit. The 'Work' step is currently active, indicated by a yellow circle. Below the progress bar, the section 'What has given you the most satisfaction/least satisfaction over the last 12 months' is visible. It contains two text input fields: 'Most Satisfied' with the placeholder text 'yuiuhb' and 'Least Satisfied' with the placeholder text 'hdjgkgnf'. At the bottom of the form, there are buttons for '< Cancel', 'Save & Exit', and 'Save & Next >'. A green notification banner at the top right of the application area reads 'Action Processed.' with a checkmark icon. The browser's address bar shows a URL starting with 'ac.uk/abwl/f?p=111:80:15691446336504::80:P80_ECS_KEY,P80_WHOIAM:88620,0&success_msg=QWN0aW9uIFByb2Nlc3NlZC4%2FIMrAD81IG...'. The Windows taskbar at the bottom shows the system tray with the date '05/04/2023' and time '14:48'.

ECS - Page 7 - Supporting Welsh Language

- Taken from current ECS and split into the boxes to help completion – information is not required in every box.

Effective Contribution Scheme

Personal Information Academic Staff Supporting Evidence Objectives Impact Work **Welsh Levels** S.M.A.R.T. Objectives Developm... Training Comments Review & Submit

Have you taken any actions to improve your Welsh language skills during the past year? If yes, please specify

Welsh Oral Level
C1 ORAL

Welsh Written Level
B2 WRITTEN

< Cancel Save & Exit Save & Next >

ECS - Page 8 - SMART Objectives

- Boxes are split into separate sections, however, not all sections are required to be completed.

The screenshot displays the 'ECS (Wizard Version)' interface. At the top, a green notification box states 'Action Processed.' Below this, a progress bar shows the completion status of various sections: Personal Information, Academic Staff, Supporting Evidence, Objectives, Impact, Work, Welsh Levels, S.M.A.R.T. Objectives (highlighted in yellow), Developm..., Training, Comments, and Review & Submit. The 'Goals' section is currently active and contains four input fields: 'Specific Goals' (with '10 course' entered), 'Measured Success' (with '10 courses delivered' entered), 'Achievable Goals' (with '15 course in a year' entered), and 'Realistic Goals'. A 'Timeframe' section is also visible at the bottom of the form. The browser's taskbar at the bottom shows the date and time as 14:49 on 05/04/2023.

ECS - Page 9 - Career Development

- Boxes are split into separate sections, however, not all sections are required to be completed.

Aberystwyth University - : Assistant Reg | Login - Terminalfour | Google Translate | Development

r.ac.uk/abwl/f?p=111:100:15691446336504:::100:P100_ECS_KEY,P100_WHOIAM:88620,0&success_msg=QWN0aW9uIFByb2Nlc3NIZC4%2FIMrAD...

YTH 150 UNIVERSITY 2022 ECS (Wizard Version) Action Processed.

Effective Contribution Scheme

Personal Information Academic Staff Supporting Evidence Objectives Impact Work Welsh Levels S.M.A.R.T. Objectives Developme... Training Comments Review & Submit

How would you like to see your present job and career develop in both the short term (next 12 months) and longer term (next 5 years)

Short Term Development
fjkdsfl
7 of 30000

Long Term Development
rbhjkk
6 of 30000

Reviewers comments

< Cancel Save & Exit Save & Next >

14:49 05/04/2023

ECS - Page 10 - Further Comments

- If staff feel that there is more to be discussed, this free text box is available
- 3,000 word limit

The screenshot displays the 'ECS (Wizard Version)' interface. A green notification banner at the top right indicates 'Action Processed.' The main content area features a progress bar for the 'Effective Contribution Scheme' with steps: Personal Information, Academic Staff, Supporting Evidence, Objectives, Impact, Work, Welsh Levels, S.M.A.R.T. Objectives, Developm..., Training, Comments, and Review & Submit. The 'Comments' step is highlighted with a yellow circle. Below the progress bar is a 'Comments' section with a text box and a prompt: 'Please use this box to write any further comments that you feel have not been addressed so far:'. At the bottom, there are 'Cancel', 'Save & Exit', and 'Save & Next' buttons. The browser tabs include 'Aberystwyth University - Assistant Reg...', 'Login - Terminalfour', 'Google Translate', and 'Comments'. The system tray at the bottom shows the date '05/04/2023' and time '14:59'.

ECS - Page 11 - Training & Development

- If staff feel that there is more to be discussed, this free text box is available
- 3,000 word limit

The screenshot displays the 'ECS (Wizard Version)' interface. At the top, there is a green notification box that says 'Action Processed.' Below this, a progress bar shows the status of various steps: Personal Information, Academic Staff, Supporting Evidence, Objectives, Impact, Work, Welsh Levels, S.M.A.R.T. Objectives, Develop..., Training (highlighted in yellow), Comments, and Review & Submit. Below the progress bar, there is a section titled 'Training Up to Date' with a search bar and a 'Go' button. A table lists training courses with columns for Course ID, Course, and Date.

Course ID	Course	Date
081221-01		07-12-2021
2/8/22		01-08-2022

Below the table, there is a text box for 'Training completed that was not listed above - including PGCTHE, or other training days'.

ECS - Page 12 - Summary

- If staff feel that there is more to be discussed, a free text box is available
- 3,000 word limit

The screenshot shows a web browser window displaying the 'ECS (Wizard Version)' interface. The browser tabs include 'Aberystwyth University - Assistant Res...', 'Login - Terminalfour', 'Google Translate', and 'Review & Submit'. The address bar shows the URL 'myadmin.aber.ac.uk/abwl/?p=111:110:15691446336504:::110:P110_ECS_KEY,P110_WHOIAM:88620,0&cs=3-AihrnNoBzD3luz4ugpA_3jKj66gjZb3f_dBXRKD0m...'. The page header features the Aberystwyth University logo and the text 'ECS (Wizard Version)'. A navigation menu on the left lists various options such as 'My ECS form', 'My Employee ECS Forms', 'Line Manager Create ECS for Staff', 'HR Create ECS for Staff', 'HR Close ECS', 'HR ECS List', 'HR ECS Status', 'HR Statistics', 'HR ECS Objectives', 'HR ECS Training', 'HR Report - ECS created by HR', 'HR Report - ECS created by LM', and 'LM Staff Status'. The main content area is divided into sections: 'Personal Information' (with fields for ECS for: Hubbard, Rachel (rrh; 50010), Date this review period started: 01-08-2022, Reviewer Name & Email: Emma Gibbons (emg31), Job Title: Organisational, Development & Learning Assistant (16700), Date this review period ended: 31-07-2023, and Document Uploaded:), 'Academic Staff' (with a note to indicate necessary information in WAMM and PerP), and 'Objectives' (with a text box for achievements and a text box for contribution over the past 12 months). The Windows taskbar at the bottom shows the date as 05/04/2023 and the time as 14:59.

Submit

- Can we change the wording from “User’s Comments” to HOD/Line Manager Comments

Last Box

- What is user action end? How does this close the document. Can it be worded less computer-speak?

ECS – Practical issues

- Staff able to load up ECS and other docs (WAMM, PeRP) in word – and download the previous years ECS that was submitted
- After each page it checked/submitted, it should be automatically saved – not lose the whole document as now.
- No more than one year ECS to be stored online, but staff able to download a word /PDF version to keep in personal file.

Work Issues - Can these be added into the ECS?

- What is the "Effective Contribution Scheme" - a powerpoint link?
- How to set your aims and objectives with your Line Manager - video or worksheet
- What training is available to enhance your work life - link to training pages
- What are the benefits to working in Aber - part of the induction
- How to access mental health support
- What is WAMM and how does it work (Academic Staff only)
- How to apply for secondments
- How and when to apply for promotion

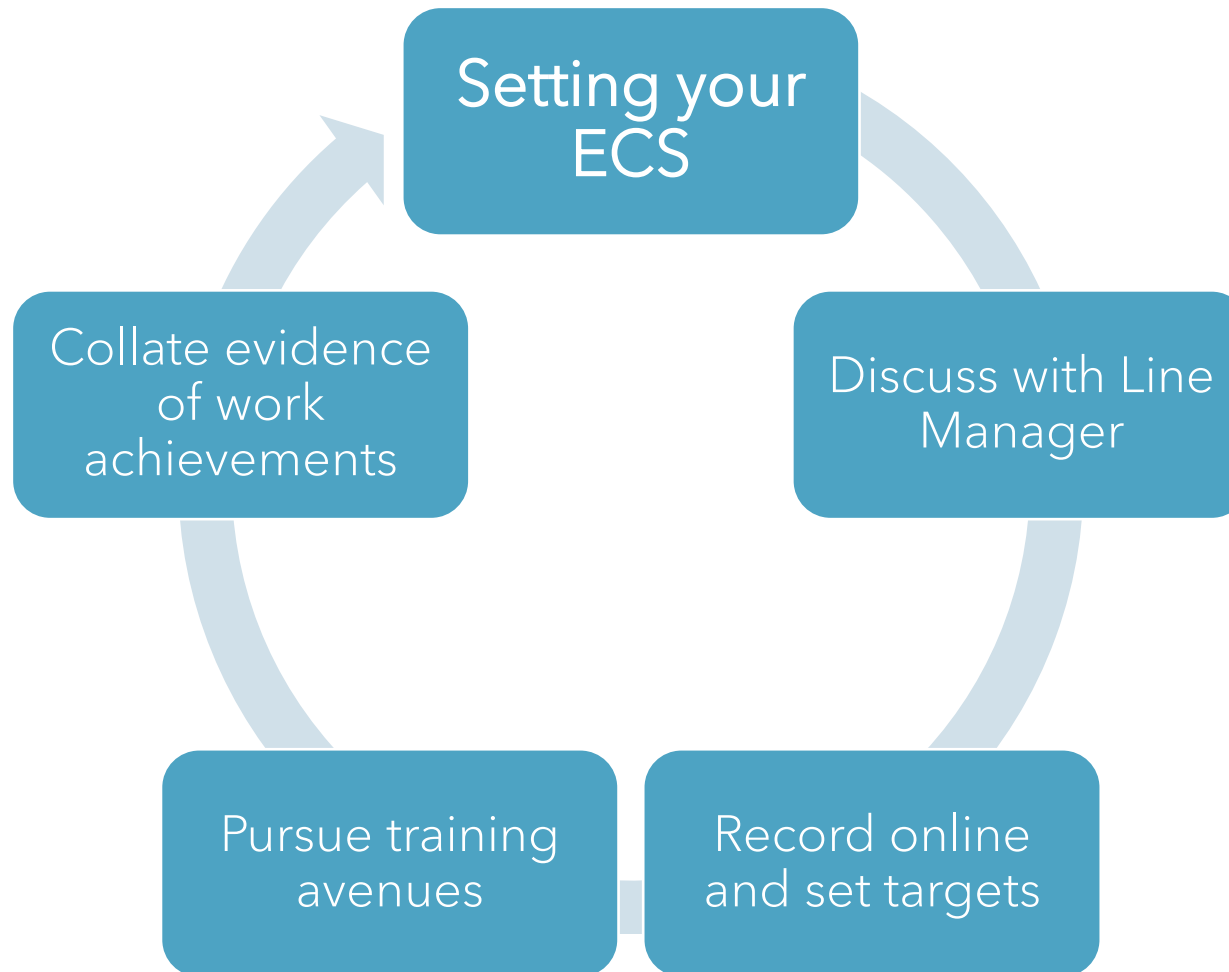
Practical Issues

- Where to find your payslip
- How and when you get paid
- How to make charitable deductions from your salary
- Learn about the Cycle to Work scheme
- How to make additional voluntary pension contributions
- What are the Welsh Language Standards
- Where to find your contract
- When are the closed days and how to book leave
- How to record sickness and other entitlements such as maternity leave
- How to get a parking permit

Induction

- Welcome to Aberystwyth and the surrounding area
 - Short video of Penglais campus and countryside, including all university campus areas.
- What is on offer on campus
 - Arts Centre
 - Sports Centre - how to become a member
- What are the mandatory training sessions and how to access and record them
- What is the "Reward and Recognition" Scheme

Effective Contribution Scheme



Staff Training and Development



Line Manager
or Staff
Member
identify
training needs



Sign up via
ECS system for
courses that
are online or in
person



Enhance
working
environment
and
satisfaction