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Research Project: *The Future of Work @ Macquarie University*

Ideas Generation Process: Participant Information and Consent Form

INFORMATION

Due to the COVID-19 pandemic, the higher education sector is experiencing changes to the way work is organised, along with the growing use of digital technologies for learning, teaching, research and administrative services.

As part of its response to future challenges, Macquarie University has commissioned the Centre for Workforce Futures to conduct a study on 'The Future of Work @ Macquarie University'.

The project will help to inform the development of appropriate university policies and practices to manage how and where work is undertaken in future. Obtaining ideas and views from the university's staff community regarding future modes of work in this changed context forms a critical dimension of this research project.

Accordingly, the research team seeks to obtain creative ideas and contributions from Macquarie University staff on potential future modes of work in the changed context brought about by the COVID-19 pandemic. The project's Ideas Generation Process will use the Lime Survey platform.

As a Macquarie University staff member, you are invited to contribute to this Ideas Generation Process in response to five major challenge themes: (i) working arrangements, (ii) work locations, (iii) collaboration, communication and consultation, (iv) new technologies, technological resources and support, and (v) workplace health and safety.

Your participation is voluntary, on the understanding that you are free to withdraw at any time without explanation or consequence. Your contribution to the Ideas Generation Process will be anonymous and all information collected will remain confidential except as required by law.

The record of your responses will not contain any identifying information about you. Only Dr Brian Ballsun-Stanton, Solutions Architect (Digital Humanities) from the Macquarie University Arts Faculty, who will manage the Ideas Generation Process on the Lime Survey platform, will have access to your anonymous responses.

Dr Brian Ballsun-Stanton will convey the anonymous responses to the research team members, who will use them for the sole purposes of analysis, reporting writing and publications, and will use anonymous quotes in reports and academic publications arising from the research. The research team hope to use the data for future projects

and will seek approval from the Human Research Ethics Committee through the official application process for any future projects. The data will be encrypted, such that only the research team will be able to access it. No other people, inside or outside the university, will be able to access the anonymous responses to the Ideas Generation Process on the Lime Survey platform.

Assistance is available for anyone who experiences distress as a result of their engagement with the Ideas Generation Process:

1. Macquarie University Employee Assistance Program for workplace wellness and support <https://staff.mq.edu.au/work/wellbeing/employee-assistance-program>.
2. Lifeline for 24 hours a day, 7 days a week support. Phone 13 11 14 or access the website <https://www.lifeline.org.au/>.
3. Beyond Blue for support, advice and action. Phone 1300 22 4636, Chat Online or Email through the website <https://www.beyondblue.org.au>.

This research project is being undertaken by a research team from the Centre for Workforce Futures (CWF). The research team includes: Professor Lucy Taksa (Director, Centre for Workforce Futures, (02)98508514, lucy.taksa@mq.edu.au); Professor Jean-Philippe Deranty (Department of Philosophy and Deputy Director, Centre for Workforce Futures, (02)98506773, jp.deranty@mq.edu.au); Associate Professor Yvette Blount (Department of Accounting and Corporate Governance and Centre for Workforce Futures, (02)9850 8514, yvette.blount@mq.edu.au); Dr Troy Sarina (Department of Management and Centre for Workforce Futures, (02)98501050, troy.sarina@mq.edu.au); and Dr Bona Anna (Postdoctoral Research Fellow, Centre for Workforce Futures, bona.anna@mq.edu.au).

CONSENT

Please tick this box to indicate that you have read and understood the information and voluntarily consent to contribute to the Ideas Generation Process on the Lime Survey platform on the conditions of anonymity, confidentiality and data protection as set out above.

Thank you. Your contribution to the Ideas Generation Process will help to add to knowledge on options for the future of work at Macquarie University and the development of appropriate policies for the future of work at Macquarie University.

The ethical aspects of this study have been approved by the Macquarie University Human Research Ethics Committee (Reference No: 52020925224143). If you have any complaints or reservations about any ethical aspect of your participation in this research, you may contact the Committee through the Director, Research Ethics & Integrity (telephone (02) 98507854; email ethics@mq.edu.au). Any complaint you make will be treated in confidence and investigated, and you will be informed of the outcome.