

# School of Clinical Medicine

## HR Speedy Update- March 2023

### TEAM UPDATES

#### 1. Clinical School HR Team

##### Head of HR

As some of you will be aware, we are delighted to confirm that Michelle Jones has been appointed to the position of Head of HR for the School of Clinical Medicine and will be joining the team on 14<sup>th</sup> March. Michelle brings a wealth of HEI sector experience, having worked in senior HR roles at Cardiff University, including Deputy Director of HR, and also Assistant Director of HR at the University of Wales College of Medicine. Prior to this, her career has been in the NHS and the commercial sector. We look forward to welcoming Michelle at the School in the Spring.

##### HR Business Partnering Team

- Hannah Bavalia, HR Business Partner, will sadly be leaving us on 3<sup>rd</sup> March. Hannah has accepted the role of People Partner at a small (but rapidly growing) Biotech company in Cambridge. I'm sure you will join us in wishing Hannah well in her new role outside of the University.
- Tracy Kerr, HR Business Partner, will be replacing Hannah on a permanent basis. Some of you will have already met Tracy as she has been providing excellent interim cover whilst Lisa Clare has been Interim Lead HR Business Partner until Michelle joins us. We are delighted she will be remaining with us.
- Darren Foulkes, Research Network Training Coordinator started with the team before Christmas and will be working with Julian Rayner on a piece of work on Mid-Career Fellows whilst also supporting the team in developing and leading on training.

##### HR Resourcing Team

Saadet Yalcin joined as Resourcing Manager on 3<sup>rd</sup> January 2023. Charlotte Knights, Senior Professional Services Manager, has been managing the Resourcing Team since December. A phased handover of responsibilities will be taking place between Charlotte and Saadet during February and March.

##### Senior Recruitment Team

Senior recruitment is now managed by Edita Paralova, who joined the team on 21<sup>st</sup> November as our Recruitment Adviser. We have recently appointed a HR Assistant to support Edita with senior recruitment. Charlotte Gorick previously worked at MRC CBU and joined us on 1<sup>st</sup> March.

##### Clinical Recruitment Team

- Emilie Carter, Clinical HR Assistant, will be on maternity leave from 1<sup>st</sup> March.
- Lidia Mota, Clinical HR Assistant, joined the team on 3<sup>rd</sup> January to cover Emilie's maternity leave.

Both Lidia and Charlene Grant, who joined the team on 28<sup>th</sup> November, are currently in the process of being trained by the team.

##### HR Staff Hub Team

- We are delighted to welcome Katie Knott to the team. Katie started on 3<sup>rd</sup> January as our new Recruitment & HR Staff Hub Coordinator.

- We also welcomed Sarah Lecky back to the team on 6<sup>th</sup> February. Sarah previously worked in the Reward Team and returns in the new role of Recruitment & HR Staff Hub Coordinator.

Katie and Sarah are currently in the process of being trained by the team, and we are currently recruiting for one further Recruitment & HR Staff Hub Coordinator.

Please join us in wishing everyone well in their new roles within the team or as they move onto other roles/adventures both in and outside of the University.

## 2. HR Staff Hub Team

I wanted to take this opportunity to thank you all for your ongoing patience as we recruit and induct new staff. We are continuing to process checklists in date order as they come in, with offer letters always taking priority as previously agreed.

Please ensure hiring managers are taking certified Right To Work evidence in advance of their first date of employment and sending to the Staff Hub to ensure that new employees are paid in the earliest possible pay run after starting employment. Although there are some occasions where it is only possible to take the right to work immediately prior to starting it can also cause significant delays with the setup of IT accounts.

To aid the team processing checklists can I please ask that you refrain from re-sending checklists or sending chasers as this adds to the volume that the team are currently managing. Please ensure you email the [cshrstaffhub@admin.cam.ac.uk](mailto:cshrstaffhub@admin.cam.ac.uk) inbox only.

## KEY UPDATES

### 3. Maternity Leave Start Dates

Please can all departments ensure that when an individual goes on maternity leave, confirmation of their actual maternity leave start date is received from them as soon as possible. Should their actual maternity start date be different to the start date provided on their maternity leave application, details of the new start date must be sent to [cshrstaffhub@admin.cam.ac.uk](mailto:cshrstaffhub@admin.cam.ac.uk) to enable us to make this change on CHRIS, update the payroll team and send the individual a maternity amendment letter. Whilst we appreciate that circumstances change and that in reality, the maternity leave start date might not be as expected, if we are not informed of the change at an early stage, this may affect their pay and could cause an overpayment to be made. We will be updating our maternity leave and chaser letters to also reference this to ensure that individuals understand what information is required.

### 4. Compassionate Leave Letters

We have recently had feedback on our compassionate leave letters which has led us to review our letters and processes. Rebecca and Becky will be processing compassionate leave and writing the letters as normal, however from 13<sup>th</sup> March, the emails containing those letters should come from the Departmental HR Teams where the department can communicate condolences if they feel it is appropriate.

### 5. Contribution Increment Scheme for Researchers

Please find attached a letter regarding the April 2023 exercise for the Contribution Increment Scheme for Researchers. Requests should be sent to [ResearchIncrements@admin.cam.ac.uk](mailto:ResearchIncrements@admin.cam.ac.uk) no later than **5pm, Friday 17th March**.

Full details of the scheme can be found, [here](#).

## 6. Temporary Removal of HR4 Process

To help address some of the current challenges with recruitment and retention, and in response to feedback from institutions, a temporary process change has been made to expedite recruitment.

Institutions are no longer required to submit a HR4 Starting Salary Case for salaries within the service point range. Instead, where there is justification for offering a salary above the bottom three points of the relevant salary scale and within the service range, approval can be given by the Head of Institution or a delegated person. The [recruitment guidance](#) has been updated to reflect this. We would strongly advise that you still use the HR4 form as it provides a good audit trail if we have any equal pay concerns raised.

The impact of this change will be monitored over the coming months to determine if it should be continued beyond the end of the academic year.

## 7. Studentships & Visas

Departments are reminded that in circumstances where a PhD student may be required to continue at the University to finish their PhD write-up, they should be moved into a paid Research Assistant position. Under no circumstances should the studentship and stipend be extended to allow for this. Additionally, if the individual requires a visa, you must liaise with the compliance team as soon as possible to ensure the appropriate right to work is in place

## 8. MRC SAS Awards - Proposed Changes

To confirm, the deadline for MRC SAS Award applications was **28<sup>th</sup> February 2023**. Thank you for the submissions.

## 9. International Working Policy

The University is seeking views on the draft International Working Policy and guidance to ensure they meet the current needs of institutions and employees of the University. The consultation is open to all institutions and employees, but is particularly relevant to those who have worked, or carried out activities, outside the UK in the past, are currently outside the UK, or believe they may have a requirement to carry out activity outside the UK in the future.

The closing date for comments is **6 March 2023** and full details can be found on the [HR Division's webpages](#).

## 10. Casual Workforce

The Casual Workforce Management User Group is open to those staff in the University who are, or will soon be, managing their casual workforce using the Cambridge Casual Worker System (CCWS). The meetings are chaired by Thuy Niven, Deputy Director of HR, and provide an opportunity for colleagues to keep informed on the latest updates and to share their experience of using the new system. Feedback helps ensure that effective support is provided to colleagues through the transition period and on an ongoing basis.

Meetings are currently held on Microsoft Teams every four weeks, and the next meeting is on **Thursday 23<sup>rd</sup> March 10:15 – 11:45**. If you would like to join the group, please email [casual.workers@admin.cam.ac.uk](mailto:casual.workers@admin.cam.ac.uk).

## 11. Clinical School Lanyards

We still have plenty of brightly coloured lanyards available for Clinical School staff to collect from the School Office HR Team in the Clinical School Building. All Clinical School Staff, existing and new, are encouraged to wear one of these lanyards to help identify our staff. Departmental contacts should liaise with Charlotte Goodwin ([charlotte.goodwin@admin.cam.ac.uk](mailto:charlotte.goodwin@admin.cam.ac.uk)) regarding collection for all staff in your department.

## CLINICAL SCHOOL WELLBEING

We have some fantastic wellbeing events lined up. We would ask that you encourage staff to visit the Wellbeing webpages regularly to book on to upcoming events via the link, [here](#).

### 12. Pets As Therapy Dogs - Time to Talk Day 2023

We welcomed the PAT Dogs back to the Clinical School on Friday 3 February in recognition of Time to Talk Day 2023 and thoroughly enjoyed seeing your delighted faces when meeting these lovely therapy dogs. We cannot wait to invite the PAT Dogs back to the Clinical School very soon!



### 13. How to become more confident & say what's on your mind without fear

**Tuesday 7th March 2023**

**12pm - 1pm**

For the past ten years, Dr. Olivia Remes has been researching mental health, wellbeing, and coping strategies to help people bounce back from obstacles in life. Her work has been featured by the BBC and USA Today, and every Wednesday she discussed wellbeing and relationship strategies on BBC Cambridgeshire. Olivia is also a life coach helping people let go of fear, tackle challenges and reach their goals in life. Her website is <https://www.droliviaremes.com/>.

You can sign up, [here](#).

### 14. Yoga with Daisy

**Wednesday 15th March**

**12pm - 1pm**

Yoga with Daisy Worzenkraft is primarily about having fun, giving things a go, and trying - with a sense of humour and a smile on your face! It's a non-competitive practice, with modifications for different levels. All she asks is that you try, and that you practice with a sense of pleasure and enjoyment, rather than expectation, frustration and tension. For Daisy, Yoga has been a consistent friend in her life - especially in times of need - and had nothing to do with perfecting poses! You can book your place to attend this online session, [here](#).

Further sessions, both online and in person, are in the process of being organised and new dates will be released shortly.

### 15. Free Entry to Botanical Gardens

We are pleased to confirm that we have renewed our membership with the Botanical Gardens and have a number of passes for use by Clinical School staff which allow free entry to the gardens. The gardens remain open

to the local community to enjoy walking and supporting your wellbeing. For information on how to get your passes please look at our website.

## 16. Suicide Prevention Training

Suicide can often be a taboo subject but it shouldn't be a topic we shy away from. To help give all staff the tools in supporting mental health, please share the below link with your departments on this helpful online training module by Zero Suicide Alliance on suicide prevention. This training only takes 30 minutes and has some useful information and pointers on spotting signs and starting a conversation with someone you may be worried about. This training will help staff to feel more confident in starting a conversation with someone who they may be worried about.

Link to the training: [https://www.relias.co.uk/hubfs/ZSACourse4/story\\_html5.html](https://www.relias.co.uk/hubfs/ZSACourse4/story_html5.html).

## CLINICAL SCHOOL EDI

We are currently in the process of planning EDI events for the next 12 months, so please keep an eye out and promote these within your departments. If there are any particular events you think would be good to run for the school, we would welcome suggestions to [csedi@admin.cam.ac.uk](mailto:csedi@admin.cam.ac.uk).

## 17. Departmental Activity Sheet

The new departmental activity sheet has been launched for champions to start filling in. The new updated log can be found in the equality champions teams space and access will be given to the HR teams. If there are additional people who require access, please confirm this to [csedi@admin.cam.ac.uk](mailto:csedi@admin.cam.ac.uk) for them to be added. The HR and EDI Coordinators will be attending monthly meetings in the New Year to discuss the departmental activity sheet in more detail.

## 18. Celebrating International Women's Day 2023: Gender and the Environment

**Wednesday 8th March**

**12pm – 1pm**

The 2023 International Women's Day Talk on Gender and the Environment is open to everyone on the Biomedical Campus in line with the aim to #EmbraceEquity. You can book your place, [here](#). We will also be running our annual twitter campaign. Please look out for this on our twitter page and if you or someone within your department would like to be involved, please email [csedi@admin.cam.ac.uk](mailto:csedi@admin.cam.ac.uk).

Guest speakers Sally Pidgeon, Interim Head of Sustainability, and Susie Cook, Sustainability Communications and Engagement Coordinator, will reflect on how issues around sustainability impact women and girls. How are women affected by environmental issues such as natural disasters? How does gender affect positive or negative attitudes toward sustainability, and how are women represented in the response to environmental issues such as climate change and biodiversity loss?

**Dr Sally Pidgeon** - Having been a part of the Sustainability Team for nearly ten years and with years of experience in environmental management and sustainability in Higher Education and local government sectors, Sally is the interim head of sustainability at the University of Cambridge. Sally is currently leading on development of the University's first Sustainability Strategy.

**Susie Cook** - Having graduated from Durham University with a BA (Hons) in Politics in 2019, Susie studied an International Masters in Environmental Social Science at Stockholm University, focusing on the intersectional aspects of sustainability, with gender being a particular interest.

## 19. British Sign Language Workshops

**March - June 2023**

**In Person Sessions**

Due to the popularity of previous sessions, Dr Zrinka Mendas is back with more Introductory Workshops and the recently introduced Follow-Up Workshops in British Sign Language. The aim of the introductory workshop is to introduce participants to the world of sign language and generate an interest in it. The follow-up workshop introduces the basics of everyday communication in the BSL. Individuals will learn to initiate a basic conversation, for example, how to greet and introduce yourself to others while using the BSL syntax and asking the questions.

Please note, attendance at an introductory workshop is mandatory to enable participants to attend a follow-up session.

Introductory Workshop - Tuesday 14th March 2023 at 10am - book [here](#)

Follow-Up Workshop - Thursday 30th March 2023 at 10am - book [here](#)

Introductory Workshop - Thursday 15th June 2023 at 10am - book [here](#)

Follow-Up Workshop - Tuesday 27th June 2023 at 10am - book [here](#)

## 20. Family Leave Workshops

**May 2023**

**In Person Sessions**

We are pleased to announce we are running more sessions over this academic year of the Family Leave Coaching workshops, introduced last term. These are targeted at those who are about to go on a period of family leave, or those who have returned from leave.

Becoming a parent is a huge life event; it can be difficult and stressful. For those who are about to take a period of maternity, adoption or shared parental leave, this workshop will cover concerns and fears about the changes ahead, and the impact they may have on your life and career. We will discuss solutions, how to have effective conversations with those around you, and developing a personal plan going forward.

The workshop targeted for returners will cover concerns and fears about managing work and family commitments going forward, and how to do so without guilt. We will also cover why “good enough is good enough”, the importance of self-care and finding support from those around you.

These sessions will be run in person and are available to book on the dates and times shown below:

Thursday 4th May 2023 at 10am - 12pm (Return from Family Leave) - book [here](#)

Thursday 18th May 2023 at 12pm - 2pm (Preparing for Family Leave) - book [here](#)

## 21. Mental Health, Self-Care and Gender, Sex and Relationship Diversity (GSRD)

**Thursday 18th May**

**12pm - 1pm**

In this Q&A with Robbie Duschinsky, Meg-John Barker discusses the links between GSRD and mental health. GSRD refers to the range of ways all of us have of experiencing, identifying, and expressing our gender, sexuality and way of doing relationships.

Some genders, sexualities and relationship styles are more culturally visible and regarded as normal (e.g. heterosexuality, cisgender, monogamy) others are more marginalised (eg gay, transgender, open non-monogamy), and others are quite invisible (eg bisexuality, non-binary gender, asexual and aromatic relationships). In this conversation, we talk about the links between all of these aspects of GSRD and mental health. We emphasise how GSRD is relevant to everyone’s mental health, not just LGBTQ people. We reflect on ways in which practitioners might discuss GSRD with patients in affirmative ways, mindful of the impact of historical and current stigma in these areas. We also explore the value of self-care and collective-care for both patients and practitioners. You can book your place, [here](#).

## 22. Autism Training

As mentioned previously, we now have access to an introduction to autism in the workplace training by the National Autistic Society. This training can be found here: <https://hr.medschl.cam.ac.uk/training/staff-online-training/understanding-autism-in-the-workplace/> and comes in three parts. Please note that at the end of the modules there is an exit button which unfortunately does not work, so please close the window as you would usually. Once you have completed the post-module assessment please send a screen shot of your results to [csemi@admin.cam.ac.uk](mailto:csemi@admin.cam.ac.uk) to receive a certificate. Please encourage staff to complete the training.

## 23. Introduction to LGBT+ Webinar

A webinar to give an introduction to LGBT+ is available on our webpages: <https://hr.medschl.cam.ac.uk/a-great-place-to-work/equality-diversity-inclusion/lgbt/>. Please share this with staff.

## 24. Menopause Webinar

A webinar on Menopause was run recently by the CBC Wellness Campaign which covered some useful information. This webinar can be found here along with other useful resources.

## 25. Case Studies

We are always looking to get more case studies to add to the webpages. If there are any suggestions for people who would be willing to write a case study or a short quote please let us know by contacting [csemi@admin.cam.ac.uk](mailto:csemi@admin.cam.ac.uk) or [cswellbeing@admin.cam.ac.uk](mailto:cswellbeing@admin.cam.ac.uk).

# CLINICAL SCHOOL RESPECT AT WORK

## 26. Active Bystander Training

The Active Bystander training aims to empower staff across the School of Clinical Medicine to challenge poor behaviours which have become normalised and bring about change through the reinforcement of messages defining the boundaries of unacceptable behaviour. We hope that by working together we can create a safe and supportive working environment within our community and encourage you to attend. These sessions will be held online via Zoom.

We have 3 sessions available to book on the dates and times shown below:

Monday 13th March 2023 (10am - 11am) - book [here](#)

Thursday 15th June 2023 (2pm - 3pm) - book [here](#)

Wednesday 22nd November 2023 (1pm - 2pm) - book [here](#)

# MANAGEMENT ESSENTIALS

## 27. Management Essentials Training

We have now finalised our programme of Management Essentials training for 2023, which are now available to book through Eventbrite. Further information on each session can also be found on Eventbrite and refreshments will be provided for participants at the in person sessions. We have 3 sessions presently available:

Managing Sickness Absence (In Person) - Wednesday 29th March at 2pm - book [here](#)

Line Management Responsibilities (Online) - Thursday 29th June at 11am - book [here](#)

Handling Challenging Conversations (In Person) - Thursday 13th July at 12pm - book [here](#)

## CAREER DEVELOPMENT

### 28. Coaching 1:1 Sessions with Paula Rosen

**March - June**

Due to the popularity of last year's sessions, Paula Rosen is back with more 1:1 coaching sessions for 2023. Focusing on clear communication and engagement in public speaking in a workplace setting, Paula's sessions will provide constructive feedback and tips on refining an individual's speaking style, increasing their personal impact and addressing any concerns they may have about their communication skills.

Paula Rosen is a professional communication coach who is passionate about helping people 'find their voice.' She is a licensed speech-language therapist with a background in theatre, music and writing. Paula has a compassionate ear and her skills are well-suited to helping you become a clearer, more effective and confident speaker.

To book a slot and find further information on the sessions, please visit our webpages, [here](#).

## REGIUS WELCOME EVENT

### 29. Regius Welcome Event

The next Regius Welcome Event will be taking place in person on Wednesday 3rd May at 10am - 11:30am in Seminar Rooms 1, 2 and 3. A continental breakfast will be provided for all attendees and there will also be a selection of Clinical School goodies to take away from the event. Please encourage all new starters to attend this event where they will have an opportunity to hear from the Regius and Head of Organisational Affairs as well as from HR, and will also be able to meet other new starters within the Clinical School.

## CLINICAL SCHOOL HR TWITTER

### 30. Twitter

Don't forget to follow our Clinical School HR Twitter. We will be regularly Tweeting about news, events, training and updates from the HR team – to include Equality & Diversity, Wellbeing, Recruitment and Employee Relations updates. Follow us by clicking on the link [https://twitter.com/clinical\\_hr](https://twitter.com/clinical_hr) or search Clinical School HR on Twitter. Please share this with all staff as it will be a great way of keeping updated. This won't replace other forms of communications but will be an additional communication channel for all staff.