

# School of Clinical Medicine

## HR Speedy Update- September 2023

### TEAM UPDATES

#### 1. Clinical School HR Team

We sadly said goodbye to Rebecca Luck and Catherine Upton on 30<sup>th</sup> June and 4<sup>th</sup> August respectively. Rebecca has taken up the role of HR Adviser and Catherine, HR Business Partner, at Anglian Learning. We will shortly say goodbye to Jo Hinson, Recruitment & HR Staff Hub Coordinator, who has accepted another role within the University as Immigration & Compliance Advisor in the Compliance Team. We will also shortly be saying goodbye to Charlotte Goodwin, our HR Administration Apprentice, who has accepted a new role with John Henry Group as People Assistant. Jo's last day at the University will be 15<sup>th</sup> September and Charlotte's will be 26<sup>th</sup> September.

We are delighted to welcome George Skeen and James Hughes to the team. George started on 4<sup>th</sup> September as HR Coordinator supporting the Department of Oncology, taking over from Harriet Haertel (nee Tame), and James will join the team on 25<sup>th</sup> September as HR & EDI Coordinator, taking over from Rebecca Luck and will be working closely with Becky Tuck.

Harriet and Rachel Dear have been successfully appointed into new roles as HR Advisers effective 1<sup>st</sup> August and will be working closely with the team to provide continued HR support to departments. We are in the process of recruiting for Rachel's replacement as HR Coordinator within the Department of Clinical Biochemistry.

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. Business Partnering Team

Following changes to the Business Partnering Team, please see below the new department split for the Business Partnering Team, effective from 1<sup>st</sup> August 2023:

Public Health & Primary Care	Vickie Grenville
Haematology/Stem Cell Institute	Vickie Grenville
Clinical Neurosciences	Lisa Clare
School Office	Lisa Clare
MRC Epidemiology	Sian Miller
Clinical Biochemistry	Sian Miller
CIMR	Sian Miller
Cluster Departments (Medical Genetics, Obstetrics & Gynaecology, Paediatrics, Radiology, Surgery)	Sian Miller
CSCS	Harriet Haertel
MRC Cognition and Brain Sciences Unit (CBU)	Harriet Haertel
CUMEG	Harriet Haertel

MRC Biostatistics Unit (BSU)	Rachel Dear
Psychiatry	Rachel Dear
Oncology	Tracy Kerr
MRC Mitochondrial Biology Unit (MBU)	Tracy Kerr
Medicine	Tracy Kerr
Cancer Research UK Cambridge Institute	Tracy Kerr

### 3. Resourcing Team

We are pleased to introduce Edita Paralova as the Manager of the Staff Hub team. Edita joined the team in November 2022, leading the Clinical School's senior recruitment. As of 1<sup>st</sup> September, Edita's responsibilities have expanded to include the management of the Staff Hub. Edita brings a wealth of knowledge and extensive experience, having previously served at the University's Stem Cell Institute.

Regrettably, we announce that Jo Hinson will be leaving the Staff Hub team to embark on a new opportunity within the University. Jo has been a valued member of the Staff Hub since September 2017 and has played a pivotal role in the department, earning well-deserved titles such as "Staff Hub Guru" and "Queen of Apprenticeships."

Please see below the new department split for the HR Staff Hub Team, effective from 18<sup>th</sup> September 2023:

Public Health & Primary Care	Karin Jonkers
Cancer Research UK Cambridge Institute	Karin Jonkers
CIMR	Karin Jonkers
Haematology/Stem Cell Institute	Katie Knott
Medicine	Katie Knott
MRC Biostatistics Unit (BSU)	Katie Knott
CSCS	Katie Knott
Cluster Departments: (Medical Genetics, Obstetrics & Gynaecology, Paediatrics, Radiology, Surgery)	Sarah Lecky
School Office	Sarah Lecky
MRC Mitochondrial Biology Unit	Sarah Lecky
MRC Epidemiology	Christian Brown
MRC Cognition and Brain Sciences Unit (CBU)	Christian Brown
Clinical Neurosciences	Christian Brown
Psychiatry	Christian Brown
Oncology	Monika Wisniewska
Clinical Biochemistry	Monika Wisniewska

Please continue to 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 we 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

### 4. Overtime and Ad-hoc Payments Processing

As you are all aware, the Clinical School HR Reward Team are processing overtime and ad-hoc payments using [CHRIS 80](#), [CHRIS 81](#), [CHRIS 82](#) and [CHRIS 83](#) forms. Please ensure that the forms sent to the team include as much detail as possible (for example, date and times of overtime carried out, and descriptions of overtime or ad-hoc payments etc.) which minimises the need for the team to follow up with you on the payments.

To ensure we manage staff expectations and to mitigate payments not being paid, departments are asked to ensure they understand the relevant pay policies and if they are unsure they should check with the Clinical School HR Team before committing to make a payment to an individual.

All requests are to be submitted to the CS Reward inbox via [csreward@admin.cam.ac.uk](mailto:csreward@admin.cam.ac.uk) **by 5pm on the departmental payroll cut-off date** – please see below the deadline dates for the remainder of 2023:

- 12th October
- 10th November
- 8th December

### 5. Stress Risk Assessments

It has come to our attention that there are different versions of the Stress Risk Assessment being used. Linked [here](#) is the current assessment that should be used by all Schools and Institutions until it has been updated – the document is due to be reviewed and we will provide you with the updated version as soon as we are able. Please also consider the [management guidance](#) and a [worked example](#).

Please ensure that this version is used going forward and any previous versions archived to ensure consistency in our assessment and support offered to our staff.

### 6. HR Transformation Programme

Thank you all for your engagement and contribution in the workshop at the HR Forum on 14<sup>th</sup> September delivered by Jessie Monck and Mike Matthews. We would be most grateful if you could all please respond to the [feedback and evaluation](#) – this will be extremely helpful as the team plan for the next steps of this work. It is anonymous, and just complete Q1 and 2 if time is short!

Take a look at the draft [HRTP and myHR: Departmental support for managers - guidance for DAs and HR teams](#) – including timetable of activity. Jessie welcomes any further feedback about this.

Thank you to Viv Ronco for sharing the following overview of activities to support managers: *“The Department of Oncology has a termly Leadership Team Meeting – for all employees grade 9 and above, including the clinical equivalents. A version of the slidedeck is made available afterwards that managers can share with their teams. In the next department-wide email update that is issued after the meeting, employees are encouraged to ask their managers to share the slides if they haven’t already done so.”*

Reminder about dates for [Supporting People Through Change](#) – all welcome for tips about this area.

If you or someone you know might like to be an [HRTP Advocate](#) (for early news, updates and access to training), please get in touch with Jessie or the HRTP team.

And finally, for all staff, please share: [subscribe to the new HRTP News](#) for occasional updates about myHR.

## 7. Employee Self Service

The HR Division requests that all staff [log in to Employee Self Service](#) to ensure that the personal information the University holds for them is up to date. It is important that the University can contact staff in an emergency and that staff information is accurate. The University must also provide information about staff to the [Higher Education Statistics Agency](#) (HESA, which now forms part of Jisc) every year. To ensure that this return is as accurate as possible, staff should check that their details are up to date.

How to check and update details:

1. [Log in to Employee Self Service](#)
2. Click on “View profile”
3. Check personal contact information and emergency contacts, and update as needed
4. Under the heading “Confidential information”, click on “Sensitive information” and update as needed
5. Click on the “Employment” tab and under the “Additional employment information” heading click on “View or amend HESA details” and update as needed.

Full details, including why the University asks for this information and how it is used, can be found on the [HR Division’s website](#).

## 8. Clinical School Lanyards

We still have plenty of 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 the Wellbeing Team ([cswellbeing@admin.cam.ac.uk](mailto:cswellbeing@admin.cam.ac.uk)) regarding collection for all staff in your department.

# CLINICAL SCHOOL WELLBEING

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

## 9. Benefits & Wellbeing Roadshow

**Tuesday 31<sup>st</sup> October**

**12pm – 2pm**

**In Person**

We are excited that our Annual Staff Benefits and Wellbeing Roadshow will be taking place on Tuesday 31st October from 12pm – 2pm in the Jeffrey Cheah Biomedical Centre (JCBC) on the Cambridge Biomedical Campus.



We will be welcoming lots of suppliers and teams that you can talk to, to learn more about the many benefits on offer at the Clinical School, including:

- University Staff Counselling
- University Accommodation Services
- Unions
- CAMbens
- Payroll Giving
- CostCo
- MIND
- Samaritans
- University Travel & Sustainability
- M&L Healthcare Solutions Ltd
- All things HR, Recruitment, PPD & Apprenticeships
- Wellbeing, EDI, Career Development & Respect at Work Programmes:
  - Mid-Career Fellows Network
  - Wellbeing Advocates Network
  - Equality Champions Network
- Frank Lee Leisure Centre
- Cambridge Biomedical Campus Ltd

There will also be lots of fun activities to get involved in, such as a Smoothie Bike, Arts & Crafts, Competitions, and a Charity Raffle with fab prizes up for grabs, alongside free cupcakes, merchandise and a drinks voucher for all.

## 10. Yoga with Daisy

**October – November**

**In Person Sessions**

Yoga with Daisy Worzencraft 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! Please visit [here](#) to choose a date and time to attend.

Further in person sessions to commence in the New Year are in the process of being organised and new dates will be released shortly.

## 11. CBC Wellness Seminar: How To Save A Life

**Tuesday 19<sup>th</sup> September**

**11am – 12pm**

**In Person**

Suicide claims the lives of almost a million people worldwide every year and the numbers are stubbornly persistent. Yet suicides can be preventable with a simple intervention. This presentation aims to challenge the myths and taboos surrounding suicide and to give you the confidence and the courage to initiate a simple conversation that could save a life.

This talk, to mark Suicide Prevention Day, will be held in-person at the MRC Laboratory of Molecular Biology, and also available to attend online. It will also be recorded for anyone wanting to watch it another time.

Please book [here](#) to reserve your in-person or online place, and to be informed about the availability of the recording.

## 12. Dr Olivia Remes: How to beat procrastination and live the life you want

**Thursday 21<sup>st</sup> September**

**12pm – 1pm**

**In Person**

In this brand new talk, Dr. Remes will show you how you can turn your life around by adopting simple strategies to help you stop putting things off and get motivated. She will show you how to let go of thinking patterns holding you back from taking action and start living the life you want. Find further information and book your place, [here](#).



## 13. Meet the Pets As Therapy (PAT) Dogs

**Thursday 28<sup>th</sup> September**

**From 1pm**

**In Person**

On Thursday 28th September, come and spend time with some well-trained dogs. Pets as Therapy (PAT) is a national charity founded in 1983 whose vision is to ensure that everyone in the UK, no matter what their circumstances, has access to the companionship of a friendly pet. Book your slot, [here](#).



## 14. CBC Wellness Campaign: Early Evening Mindful Walks

**September 2023 – February 2024**

Join the CBC on their regular early evening Mindful Walks to turn to nature's invitation to unplug from the demands of modern living and trace the steps of our ancestors by walking in safe company, led by the CBC's resident mindful walk leader, David Lynch.

The next walk will take place on 28<sup>th</sup> September to mark the autumn equinox and the theme of balance and the gradual turning towards autumn and winter, as the days shorten and the light lost. You don't have to register for this and can just turn up, although you can find more information as to the dates of future walks, [here](#).

## 15. Draw for Happiness with Elaine

**September – December**

Have you always wanted to draw but felt like you couldn't? Take 30 minutes for yourself, not thinking of anything but drawing with Elaine... Various dates between September and December are available to book and you can find further information and select your preferred date, [here](#).

## 16. Free Entry to Botanical Gardens

We are pleased to confirm that we have renewed our membership with the Botanical Gardens and a number of passes are available for Clinical School staff to use 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.

## 17. 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.

You can access the training here: [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).

## 18. EDI and Culture Conference

**Thursday 7<sup>th</sup> December**

**10am – 4pm (registration from 9:30am)**

**In Person – Cancer Research UK Cambridge Institute, Cambridge Biomedical Campus**

<https://hr.medschl.cam.ac.uk/edi-culture-conference/>

The School's first EDI and Culture conference is an opportunity for protected time to discuss matters related to EDI and culture, including research culture.

The conference programme will include a mixture of talks, discussion panels, interactive sessions, abstract presentations in oral and poster format, and rapid 'lightning talks'.



We will share best practice and discuss barriers, challenges, and solutions. There will also be time to network with people from across the School, the Biomedical Campus and the wider University and find out about their experiences in this area.

The EDI & Culture Conference has three themes:

- **Theme 1:** EDI in context: the bigger picture and the local landscape
- **Theme 2:** Research culture – What is it? How do we engage?
- **Theme 3:** Innovative practice and tackling challenges

The Conference will take place on **Thursday 7th December 2023** at the **Cancer Research UK (CRUK) Cambridge Institute on the Biomedical Campus**. Registration will open at 9.30am and the conference will end by 4pm, with time for networking over breaks and at the end of the main proceedings that will end by around 3.15 pm. A full programme will follow in due course. We invite you to register [here](#), or alternatively scan the QR code on the above image to sign up. Please note that registration will close on **18<sup>th</sup> November**, so we encourage you to secure your place as soon as possible. Come and have your say!

### **Call for abstracts!**

**Deadline: 5<sup>th</sup> October 2023**

As part of our aim to capture a diverse range of voices and experiences, we are encouraging everyone to consider submitting an abstract. Firstly, what is an abstract? In the simplest terms, an abstract is a brief summary of a larger work, such as a project, research study, or initiative. For our conference, it's your opportunity to share your efforts towards promoting EDI and a positive culture within your respective areas.

Abstracts can be submitted for one of three formats of presentation.

- Oral presentation (5 minutes: 4 minutes presentation + 1 minute discussion)
- Lightning talk (90 seconds); group discussion at the end, not after each presentation
- Poster presentation (printed poster of A1 size; please be present by your poster during break times)

Please note the deadline for submission of abstracts is **5<sup>th</sup> October at 5pm**.

For more information on any of the above please see our EDI and Culture Conference webpages: <https://hr.medschl.cam.ac.uk/edi-culture-conference/>

To apply:

[https://forms.office.com/pages/responsepage.aspx?id=iD9YMmi6kUKB6fBljudz\\_M80ld6QgGIHgTa8sEuzj\\_dUMVpUMVRVMk9OMUJDS0xYTDVBTUlaWUgwWC4u](https://forms.office.com/pages/responsepage.aspx?id=iD9YMmi6kUKB6fBljudz_M80ld6QgGIHgTa8sEuzj_dUMVpUMVRVMk9OMUJDS0xYTDVBTUlaWUgwWC4u)

## 19. British Sign Language Workshops

**September 2023 – March 2024**

### **In Person Sessions**

Due to the popularity of previous sessions, Dr Zrinka Mendas is back with more Introductory and 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.**

You can book your place at each workshop, [here](#).

## 20. Not Just For The Boys – Why We Need More Women In Science

**Monday 2<sup>nd</sup> October**

**11am – 12pm**

**In Person**

Professor Dame Athene Donald FRS will be talking about her latest book which addresses the persistent problem of women being under-represented in scientific roles. She will look at how society has historically excluded women from the scientific sphere and discourse, what progress has been made, how more is still needed and what this could look like.



Athene is a distinguished physicist, Master of Churchill College, Cambridge and an outspoken gender equality champion. She will be joined by Jan Löwe to discuss this important topic.

This talk will be held in-person at the MRC Laboratory of Molecular Biology. Book your place and find further information about the talk, [here](#).

## 21. 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.

## 22. 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.

## 23. 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.

## 24. 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).

## MANAGEMENT ESSENTIALS

### 25. Management Essentials Training 2024

We will be running our programme of Management Essentials training in 2024. Topics will include a number of management related topics including Managing Appraisals, Line Management Responsibilities and Managing Probations. Look out for our programme which will confirm dates and times. If you have a subject matter that you think would be beneficial to managers, please let us know by contacting [cswellbeing@admin.cam.ac.uk](mailto:cswellbeing@admin.cam.ac.uk).

### 26. Management Essentials – Handling Challenging Conversations

**Wednesday 11<sup>th</sup> October**

**11:30am – 2:30pm**

**In Person**

This training session will provide guidance on how you can prepare and approach a challenging conversation that you may need to hold with a member of your Group or Team. There will be an opportunity for you to practice the skills in a small supportive group with a professional role player. Please note that this in person session is for Clinical School Staff only and limited to 16 attendees. You can sign up, [here](#).

## CLINICAL SCHOOL RESPECT AT WORK

### 27. Active Bystander Training

**Wednesday 22<sup>nd</sup> November**

**1pm – 2pm**

**Online**

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. This session will be held online via Zoom and you can book your place, [here](#).

## CAREER DEVELOPMENT

### 28. Speaking with Impact – 1:1 Coaching for Professional Communication Skills

**October 2023 – June 2024**

Due to the popularity of previous sessions, Paula Rosen will be providing more 1:1 coaching sessions for 2023 and 2024. Focusing on clear communication in the workplace, Paula can help you prepare for a formal or informal presentation, get ready for interviews, lead meetings, or tackle difficult conversations. Whatever is on your wish list for being a better communicator, this session will provide constructive feedback and tips on refining your speaking style, increasing personal impact and addressing any concerns you may have about your 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.

You can view the various session dates and times on our Eventbrite page, [here](#).

## REGIUS WELCOME EVENT

### 29. Regius Welcome Event

The next Regius Welcome Event will be taking place in person on Thursday 12<sup>th</sup> October 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 provide the opportunity to meet other new starters within the Clinical School.

## CLINICAL SCHOOL HR TWITTER/X

### 30. Twitter/X

Don't forget to follow our Clinical School HR Twitter/X. 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/X. 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.