

Session aims

What do post-docs need to know....?

The post-doc employee 'life cycle'

1. INDUCTION
2. PROBATION
3. STAFF REVIEW AND DEVELOPMENT (SRD)
4. FIXED TERM AND OPEN ENDED CONTRACTS
5. AOB

This list is not exhaustive!

INDUCTION

Induction

- **Induction is not a one off event**
- **What is the point of induction?** Integrate staff into the workplace
- **What should it include?:** Should cover: formal responsibilities of the job, practical issues, health and safety, may be assigned a mentor. General University induction event.
- **What obligations do people have?:** Head of Institution is responsible for ensuring that induction takes place but may delegate this responsibility to the Departmental Administrator / Principal Investigator / Line Manager.
- New staff should be informed of the duties of their post, expected standards, institutional practice, reporting requirements, other management issues.

Why is induction so important?

Helps form first impressions. Gives new staff members an understanding of the University and its policies and procedures as well as the specific Department / Faculty / Institution they are working in

What are the benefits of an effective, well managed induction?

- Increase effectiveness and productivity
- Enable the staff member to demonstrate skills and abilities – helps ensure suitability to the role
- Helps build positive relationships
- Prevents an employee being ill informed – everyone is clear from the outset of what is expected
- Promotes the Department / Faculty / Institution in a positive light – reputational impact

PROBATION

Probation - Purpose

- Who is responsible for managing staff probation?
- Formal Arrangement
 - Aim – to assess and review employees performance, capability, and suitability for the role
- Can help determine success
- Still important for those transferring roles within the University
- Provides immediate feedback

Probation – Progress meetings

- Purpose is twofold – identify progress and any steps taken to resolve any difficulties
- Should occur at appropriate intervals
- Reviews should be constructive, helpful and positive
- Unsatisfactory performance – outline specific concerns, improvements needed, how will these be achieved?
- Reviews must be documented
- Formal Review – May be accompanied by trade union representative or work colleague
- What are the potential outcomes?

STAFF REVIEW AND **DEVELOPMENT**

Career Management Process

Career Management Process (CMP)

- The reviewer will be specified in the Institution's scheme and will normally be the Head of Department or his / her nominated representative (i.e. line manager / supervisor / PI)
- Purpose – to enhance work effectiveness and facilitate career development
- What should CMP include?
 - ➔ Positive, constructive feedback; action; training needs; identification of difficulties / obstacles; balancing needs
- 3 key stages – preparation, discussion, recording
- What are the benefits of CMP?
- **All staff** should be included in their Institutions SRD/CMP scheme

Stages of the Review Process

- 1) **Preparation** – Staff member to think about successes, difficulties.

What are your personal and professional plans? Are there any obstacles that may need to be removed in order for you to achieve these? Training needs?

Arrange a date for review, assess progress, what does the staff member need to bring (C.V., list of duties etc).

- 2) **Discussion** – Review meeting between staff member and reviewer.

Discuss training and development needs; two way open discussion; meeting can take place external to Institution, conversation can be kept confidential

- 3) **Recording** – Achievements, training / development needs, agreed targets recorded.

Formal record will be used at subsequent review meeting.

FIXED TERM AND OPEN ENDED CONTRACTS

- Fixed Term staff have the same right to induction, training and appraisal (Career Management Scheme) as permanent staff
- The University has clear guidance on the use of fixed term and open ended contracts: <http://www.hr.admin.cam.ac.uk/policies-procedures/guidance-use-fixed-term-and-open-ended-contracts>
- When staff are coming to the end of their fixed term they should be contacted by either their PI or Institute Administrator in order that they can be consulted about their options and given support in finding alternate employment if no further funding is available.
- All staff should be given formal notice in line with their contract of employment

ANY OTHER BUSINESS

What to do if problems arise

In the first instance, contact your Institutional Administrator or HR Schools Team to discuss any concerns that you have.

- Grievance Policy

<http://www.admin.cam.ac.uk/offices/hr/policy/grievance/>

- Dignity at Work Policy

<http://www.admin.cam.ac.uk/offices/hr/policy/dignity/>

- Misconduct in Research Policy

<http://www.hr.admin.cam.ac.uk/policies-procedures/misconduct-research>

It's not all doom and gloom!!

- There are designated HR Schools Teams that all staff can contact if they have any queries:

<http://www.hr.admin.cam.ac.uk/hr-services/hr-school-teams>

- Family Friendly Policies: Maternity; Adoption; Paternity; Shared Parental Leave.
- Returning Carers Scheme
- Termly Research Contribution Exercise

Any Questions?????

