

# THE HR TIMES

Department of Veterinary Medicine

December 2017

## **A big welcome to the Department...**

Vivienne Ayas – Client Services Administrator



Debbie Sabin – Senior Histopathology Technician



Ana Vieira Da Costa – Veterinary Nurse – Small Animal Wing and Theatres



Sian Drage - Veterinary Nurse – Small Animal Wing and Theatres



Maiya Erlank – Client Services Administrator



Andrea Mosca – Senior Clinical Training Scholar – Medical Oncology



Oliver Greville-Heygate Senior Clinical Training Scholar – Anatomic Pathology



## **Congratulations**

Amy Stelman took up the role of Clinical Research Co-ordinator with effect from 1<sup>st</sup> November 2017.

## **Goodbye to....**

Dr Frances Medaney

## **Room Bookings**

A gentle reminder that all internal/teaching room booking requests now need to be sent to [roombooking@vet.cam.ac.uk](mailto:roombooking@vet.cam.ac.uk) For urgent requests, Melissa Large or Emma Deans can be contacted on their direct dials.

Thank you.

## **Annual Leave**

By the end of this year we will be a quarter of the way through the annual leave year, please start to plan your annual leave so it is spaced throughout the year as per the guidelines sent out by James Wood.

## **Current Recruitment**

We are currently recruiting for the following roles in the Department:

Human Resources Administrator (Maternity cover)

Research Assistant/Research Associate – Molecular Microbiologist – Dr Mark Holmes

Research Associate/Senior Research Associate – Bioinformatician – Dr Mark Holmes

You can find out more about these roles at <http://www.jobs.cam.ac.uk>

## **Christmas Closure**

The Department will close for Christmas this year on Friday 22<sup>nd</sup> December at your normal finish time, and re-open on Tuesday 2<sup>nd</sup> January 2018. Please remember to switch off all non-essential equipment when you leave to save energy while away for the Christmas break.

A reminder to Line Managers to send the Christmas Rota's and what patterns individuals worked to Melissa Large in the New Year so annual leave can be amended accordingly.

If you are coming into work over the Christmas break please ensure you sign in and out of the book that Paul Grainge will place by the entrance from the main car park.

## **CAMbens**

It is getting to that time of year when the CAMbens scheme could be a great way to save some money on Christmas presents for others or a treat for yourself!!

There are lots of offers and ways to save money – take a look at the CAMbens website here:

<https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits>

## **Wellbeing**

The University have set up a dedicated webpage for wellbeing:

<https://www.wellbeing.admin.cam.ac.uk/> The webpage looks at sources of support and advice, initiatives that are running and University benefits.

Initiatives during the academic year 2017/18 will focus on mental health awareness and managing work demands, with lunchtime sessions being provided on these topics.

On Wednesday 13<sup>th</sup> December there is a session from 12:30pm-13:30pm on positive thinking and meditation. Further details can be found here:

<https://www.wellbeing.admin.cam.ac.uk/events/wellcam-positive-thinking-and-meditation>

## **MIND – The mental health charity and the Samaritans**

While for many, Christmas is a time for fun, spending time with family and friends and eating too much wonderful food..... for others it can be the hardest time of the year.

People need Mind more than ever. Last December the number of calls to the Infoline was a third more than the year before. This year they are expecting more people than ever to reach out to them – they are determined that no call goes unanswered and no one feels they have to cope alone.

The infoline for MIND is 0300 123 3393 or text 86463.

<https://www.mind.org.uk/information-support/helplines/>

The Samaritans can be contacted 24 hours a day, 365 days a year on 116 123

<https://www.samaritans.org/how-we-can-help-you/contact-us>

