

# THE HR TIMES

Department of Veterinary Medicine – August 2019

## Welcome to



Phillippe Franklin – Clinical Research Co-ordinator



Daniel Castilo Castagneto – SCTS in Clinical Pathology



Amy Wicklen - Veterinary Radiographer



Luca Schiavo – SCTS in Medical Oncology



Mark Phillips – Quality Assurance Co-ordinator



Nicola Cumbridge - Clinical Research Co-ordinator



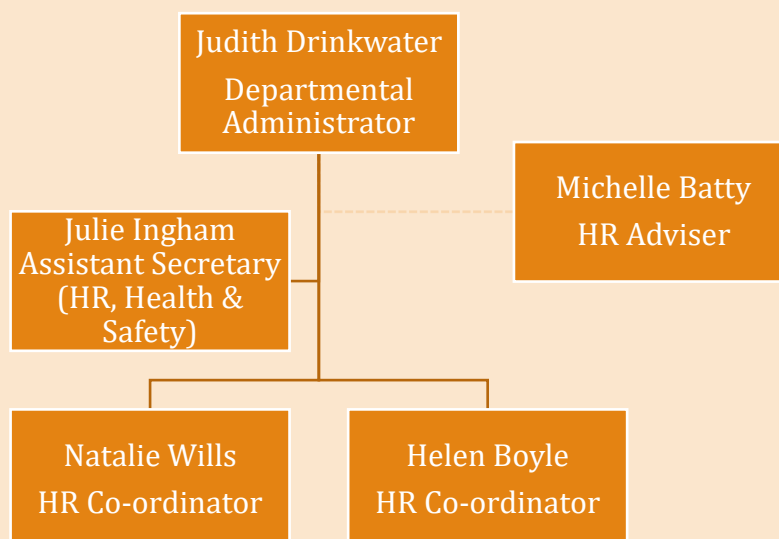
Veronica Kirkpatrick – JCTS in Equine



Aaron Morris – Research Associate Mathematical Modeller

## Department HR Team

We would like to confirm the team going forward:-



We are planning to spend the summer refining some of our processes and standardise within the School of Biological Sciences, where we can. This will enable us to introduce initiatives and development opportunities into the Department including training for PI's and Supervisors. Please bear with us while we adjust to new ways of working that, we hope, will benefit everyone. There<sup>2</sup> will be further updates going forward.

Melissa Large has moved onto pastures new and we wish her well for the future.

## Congratulations to

- ❖ Anna Cronin who takes up a Clinical Role in Surgery after completing her SCTS in Small Animal Surgery
- ❖ Debbie Sabin who takes on the role of Laboratory Manager- Histology

## Goodbye to

- ❖ Richard Whitelock
- ❖ Robert Pickering
- ❖ Alexandra Marcinowska
- ❖ Holly Wiggins
- ❖ Ellie Beazer- Dimond
- ❖ Nicole Bridges
- ❖ Jorge Pereira
- ❖ Michelle Morters
- ❖ Melissa Large

## HR Updates

### Please update your personal details (by 31 August 2019)

We are asking all staff to log into Employee Self Service to ensure that your personal details are up to date. We are doing this because we want to make sure that the contact details we hold for you are up to date – in case we need to get hold of you in an emergency. Please use the following link:-

<https://www.hr.admin.cam.ac.uk/ess>

Please click on the “personal” tab and ensure that your sensitive personal details, addresses, contact details and emergency contact details are up to date. Full details about how your personal information is used can be found at the following link:-

<https://www.hr.admin.cam.ac.uk/hr-staff/hr-data/how-we-handle-your-personal-data>

## Current Recruitment

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

Junior Clinical Veterinarian in Small Animal Orthopaedic Surgery (Service Intern)

Specialist Veterinary Nurse – Soft Tissue

SCTS in Small Animal Medicine (Royal Canin)

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

## Menopause Guidance

New [Menopause Guidance](#) for **individuals and managers** is now available, including sources of support.

## Annual Leave

A reminder that we are now in the last quarter of the annual leave year. Please arrange to take your remaining annual leave with your supervisors, to ensure that this is used by 30 September 2019

## [Returning Carers Scheme Round 14](#)

The Returning Carers Scheme provides funds to support career and professional development for academics, researchers and employees whose primary role is undertaking research, following a career break or a period of leave for caring responsibilities. Applications for the next round can be submitted **between 19 August 2019 and 4 October 2019**. Please visit [Returning Carers Scheme](#) for further information and to apply.

## [Academic Career Pathways update](#)

The new ACP Scheme has been approved and the first round (ACP 2021) will commence in Michaelmas 2020. The delayed launch allows time for Schools to agree and approve the relevant local protocols and criteria, with the support of HR Business Managers. The related review and alignment of academic induction and probationary arrangements will continue during this time.

In the meantime, the next *Senior Academic Promotions* round (SAP 2020) will commence in September 2019. Further communication will follow.

## [Researcher and Teaching Focussed Career Pathways update](#)

Consultation with Schools and Departments for the *Researcher Career Pathway* and new *Teaching Focussed Career Pathway* will take place in Michaelmas 2019. In the meantime the *Senior Researcher Promotions* round (SRP 2020) will commence in September 2019. Further communication will follow.

## [Prevent Duty training update](#)

From Michaelmas 2019, the target group for Prevent Duty training will change from 'all staff' to 'key staff'. Key staff includes those who teach, supervise or support students, manage or support other members of staff, work with external visitors and/or have responsibility for facilities or room booking.

In addition, a new **Prevent Refresher online module** will be available from Michaelmas 2019. Key staff are expected to complete the refresher module every 3 years following their initial training.

More detail on these changes will follow. In the meantime, please see [Prevent Guidance](#) and [Prevent Training Moodle](#) for further information.

## [Change to the CUACPS](#)

Changes to the Cambridge University Assistants Contributory Pension Scheme (CPS), that will give more flexibility on retirement for CPS members, have been approved. The changes to the rules will be implemented from 1 October 2019 and supporting information for administrators and members will be circulated soon. See the [Reporter Notice](#) for links to the changes and the approval.

## [HR Forms webpage](#)

The [HR Forms webpage](#) has been updated to make it easier to find HR-related forms. Forms are now arranged alphabetically by name within eight categories corresponding to different stages of employment:

1. Recruitment and Employment
2. Screening and Safety
3. Early Employment
4. Contract Changes
5. Development and Reward
6. Life Events and Leave
7. Payment and Benefits
8. Leaving

Please note that individual form web links are unchanged.

## [Dates for your diary](#)

### [Christmas Closure](#)

This year the department will close on Tuesday 24 December 2019 at 5.15pm and will re-open on Thursday 2 January 2019.

You may of course request annual leave on one or both these dates. Please agree this with your supervisor or PI prior to making any arrangements

### [10 October 2019](#)

World Mental Health Day – look out for more information on this.....coming soon!

### [19 November 2019](#)

International Men's day – look out for some information on this....coming soon!