





THE HR TIMES

Department of Veterinary Medicine – February 2020

Welcome to

	Claire Pinnock Large Animal Client Services Administrator
	Pietro Loddo Junior Clinical Veterinarian in Oncology (Service Intern)
	Katherine Challis Specialist Nurse in Anaesthesia

	Hannah Almond Clinical Skills Centre Manager
(Image not Available at the time of Print)	Charlotte Palmer Research Assistant

In January, we said Goodbye to

- ❖ Holly Riding, Veterinary Radiographer
- ❖ Mukarram Hossain, Research Associate
- ❖ Susan Kelly, Large Animal Client Services Administrator
- ❖ Amy Wicklen, Veterinary Radiographer
- ❖ Adrian Baez Ortega, Research Associate
- ❖ Nazreen Mohamed Hadjirin, Research Assistant
- ❖ Samuel Stubbs, Research Associate

Current Recruitment

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

- ❖ Clinical Director of Equine Services
- ❖ Clinical Radiologist – Flexible, Part Time – 2 posts
- ❖ Clinical Veterinarian in Oncology
- ❖ Head Theatre Nurse (Temporary Cover)
- ❖ Junior Clinical Veterinarian in Neurology (Service Intern)
- ❖ Principal Clinical Oncologist
- ❖ University Lecturer/University Senior Lecturer in Small Animal Surgery
- ❖ University Lecturer/University Senior Lecturer in Veterinary Anaesthesia
- ❖ Veterinary Radiographer

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

HR Updates

New HR Policies:

- **Recruitment Policy:** This policy provides the framework for effective staff recruitment and is available in a new [online format](https://www.hr.admin.cam.ac.uk/recruitment-policy) (<https://www.hr.admin.cam.ac.uk/recruitment-policy>), or, alternatively, in a redesigned PDF format. Associated guidance is available in [online format](http://www.recruitment.admin.cam.ac.uk) (<http://www.recruitment.admin.cam.ac.uk>)
- Information on **Global Mobility** (policy and guidance) can now be found on <https://www.hr.admin.cam.ac.uk/hr-services/global-mobility-and-overseas-assignments>

Contribution Increment Scheme (Research Staff)

Applications are invited for the April 2020 exercise of the Contribution Increment Scheme for Researchers. Julie Ingham will shortly be sending the launch letter to those eligible to apply. In the meantime, for more information please visit:

<https://www.hr.admin.cam.ac.uk/pay-benefits/pay-and-reward/reward-policies/reward-schemes/contribution-increment-scheme-researchers>

Line Manager Training – Absence Management

The HR team will be holding absence management training/refresher sessions for all line managers throughout February and March 2020. If you are a line manager, but have not yet been invited to attend a session please let us know via the shared inbox hr.enquiries@vet.cam.ac.uk.

We plan to deliver more of these “management essentials” sessions throughout the year, suggested topics are Performance Management, (including Probation) and Staff Review & Development. If you have any ideas, please let us know!

We would also like to run some **awareness events for all employees** – possibly Improving Personal Resilience & Wellbeing? Staff Review & Development (from the employee perspective)? Again please let us have your suggestions for topics.

What would you like the HR Newsletter to contain?

The HR Team would welcome any feedback and suggestions for future content of our Newsletter, please let us know.



Annual Leave

We will be sending out updated holiday records during February 2020. Please use this to check against your own records and if you have any queries regarding holiday booked, please email us at hr.enquiries@vet.cam.ac.uk.

Dates for your Diary

February is **LGBT+ History Month**. For events across the University see <https://bit.ly/2S2P6KW>

Trans Awareness – the Department are hosting a Trans Awareness session on 27th March 08:45 to 09:45. To book your space please visit <https://www.training.cam.ac.uk/equality/event/3382096>

Where do you draw the line? – as part of the University's ongoing work to prevent bullying, harassment and sexual misconduct a training session has been arranged for the Department on 20th March 08:45 to 10:45 . To your place please see: <https://www.training.cam.ac.uk/equality/event/3367882>

Cambridge Science Festival is being launched between 9-22 March 2020. Please visit the website for more information and to download the full programme [Cambridge Science Festival 2020](#)

March 11 2020 marks **International Day of Women and Girls in Science** for more information on this please visit [International Women and Girls in Science](#)

And, finally.....

For a bit of fun we would like to recognise **National Love your Pet Day** on February 20 – to embrace one special trait that makes us human: our love of pets!

We would like to host a **quiz** where you get to match the photograph of the pet with the photograph of the owner. If you would like to take part please email a photo of your pet/pets to our shared inbox hr.enquiries@vet.cam.ac.uk (we can use your staff photo) by Monday 17 February 2020 and we will place the photos on the noticeboard in the staff room for you to pop along and have a go at guessing who the lucky owners are! We will also circulate the photographs as a poster by email for those who are unable to leave their place of work.



HR Centralised Inboxes

hr.recruitment@vet.cam.ac.uk – if you would like to advertise a role

sickness@vet.cam.ac.uk – to notify us of sickness absence in your team

hr.enquiries@vet.cam.ac.uk – if you have a general HR query