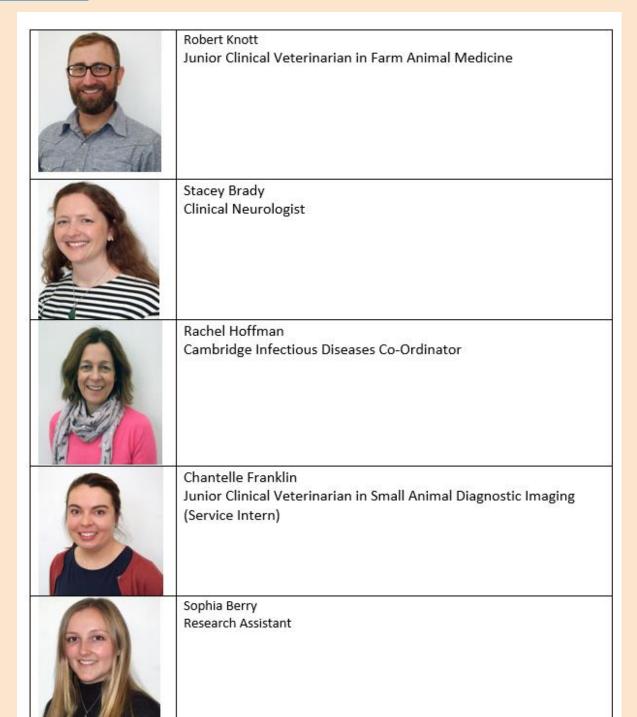


THE HR TIMES

Department of Veterinary Medicine - November 2019

Welcome to



Congratulations to

We are pleased to report that Dr David Williams is now a member of staff of the Department in the role of Clinical Ophthalmologist.

Goodbye to

- ❖ Adam Swallow SCTS in Small Animal Medicine
- Antonio Giuliano Clinical Veterinarian in Medical Oncology
- Theodora Anderson Research & Graduate Education Administrator
- ❖ Vikki Scott Clinical Veterinarian in Equine Medicine
- ❖ Sarah Hamlett Large Animal Client Services Administrator
- * Rachel Silver Small Animal Client Services Administrator
- Charlotte Hood Large Animal Technician
- ❖ Allyson Walsh Infectious Disease Co-Ordinator
- ❖ Daniel Thompson SCTS in Companion Animal Medicine

Current Recruitment

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

- Clinical Veterinarian in Oncology
- Junior Clinical Veterinarian in Oncology (Service Intern)
- Large Animal Client Services Administrator (Part Time)
- Large Animal Technician
- Principal Clinical Oncologist
- Veterinary Nurse Small Animal Wing (24/7 Nursing)

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

Annual Leave

You should have all received a copy of your annual leave chart for 19/20; which you may wish to use to record the holiday you have booked. This chart includes the Bank Holidays as they fall this year plus the Christmas shutdown. If you have any queries or issues with your annual leave sheet, please see a member of the HR Team.

HR Updates

World Mental Health Day (10 October 19)

The "Tea and Talk" event held on World Mental Health Day was a resounding success, with £234.81 raised for the Mental Health Foundation.

Big thank you to our judges James Wood, Gina Arnold, Nicola Cumbridge and Ben Watkins and of course to the 'Star Baker' Karen Andrews for her Elderflower and Lemon Cake.

Matthew Morgan and Karen Adams from the Cambridgeshire and Peterborough NHS Foundation Trust delivered an excellent talk on wellbeing, if you would like to access their website for further support please visit; https://www.cpft.nhs.uk/



National Stress Awareness Week

November 6th is National Stress Awareness Day – being under pressure is a normal part of life but becoming overwhelmed can lead to mental health problems or make existing problems worse.

 Managing Stress in Times of Uncertainty sessions are being run during October, November and December, with more being scheduled for the New Year. Click here for dates. The **University Staff Counselling Centre** provide all University staff with 8-10 free counselling sessions. Click here to find out more.

Also available from the Counselling Centre webpages are:

A range of **Self-Help Leaflets**

Guidance for supporting staff in distress

Mind.org have some great ideas and resources available to **download** from their website.

HR Noticeboard

There is now a HR noticeboard in the main corridor (opposite Natalie/Helen's office) please keep an eye on this for regular updates and departmental events.

<u>International Men's day - 19</u> November 2019

Andy Ellwood will be joining us to deliver a talk, his background is from the Emergency Services and Armed Forces, and will be raising awareness of mental health issues.

The event will take place between 12pm and 2pm in the Staff Room. We would love to see you there!



<u>Improved Emergency Leave for</u> <u>Dependants</u>

The University recognises the challenges faced by employees who have responsibility for children or older dependants when, for example, childcare provision is unexpectedly unavailable or there are other unexpected changes of circumstances.

In response, provision is being extended with effect from 1 October 2019. The changes include up to 5 working days' paid leave in any rolling 12-month period (pro-rated for part-time employees), with a limit of 2 working days of paid leave on any single occasion. Please see further information in the Special Leave Policy and relevant Staff Guides available from 1 October 2019.

<u>Contribution Increment Scheme for</u> Researchers

The Contribution Increment Scheme for Researchers January 2020 is now open – deadline Friday 22 November 2019.

The scheme details can be found here.

HR Centralised Inboxes

As you may be aware, we have been reviewing some of our HR team processes during recent months and will be introducing some changes with effect from

1st January 2020.

We are pleased to be able to offer three centralised HR inboxes which will be continually monitored by a member of the HR team and provide continuity of service when one of the team is on annual leave/away from their desk for a lengthy period of time.

By centralising our mailboxes we can ensure that the right person is able to answer your question and we hope that this will improve our response time to you as well as avoiding duplication by sending emails to several people.

1 - Recruitment

hr.recruitment@vet.cam.ac.uk

If you would like to recruit for a vacancy within your team, we would like to request that the Recruiting Manager sends a "Request to Recruit" form via email to this shared inbox.

Details of the form and more information on this will follow over the coming months.

By ensuring this form is completed means we can respond to your request, confident that all information is available for us to be able to place the advert as quickly as we can.



2 - Sickness Absence Reporting

sickness@vet.cam.ac.uk

Individuals should continue to inform their supervisor/PI if they are going to be absent on sickness leave.

We kindly request that supervisors/PIs email the HR team with the details of any sickness absence, so that we can record the absence on our system and ensure that all paperwork is made available to the individual to enable them to receive sickness pay.



3 - General HR Enquiries

hr.enguiries@vet.cam.ac.uk

This shared inbox is for all general HR queries from any member of staff and can be used for a range of enquiries from a request for a proof of employment letter for a mortgage application or for clarification of a particular policy or process within the Department or University.