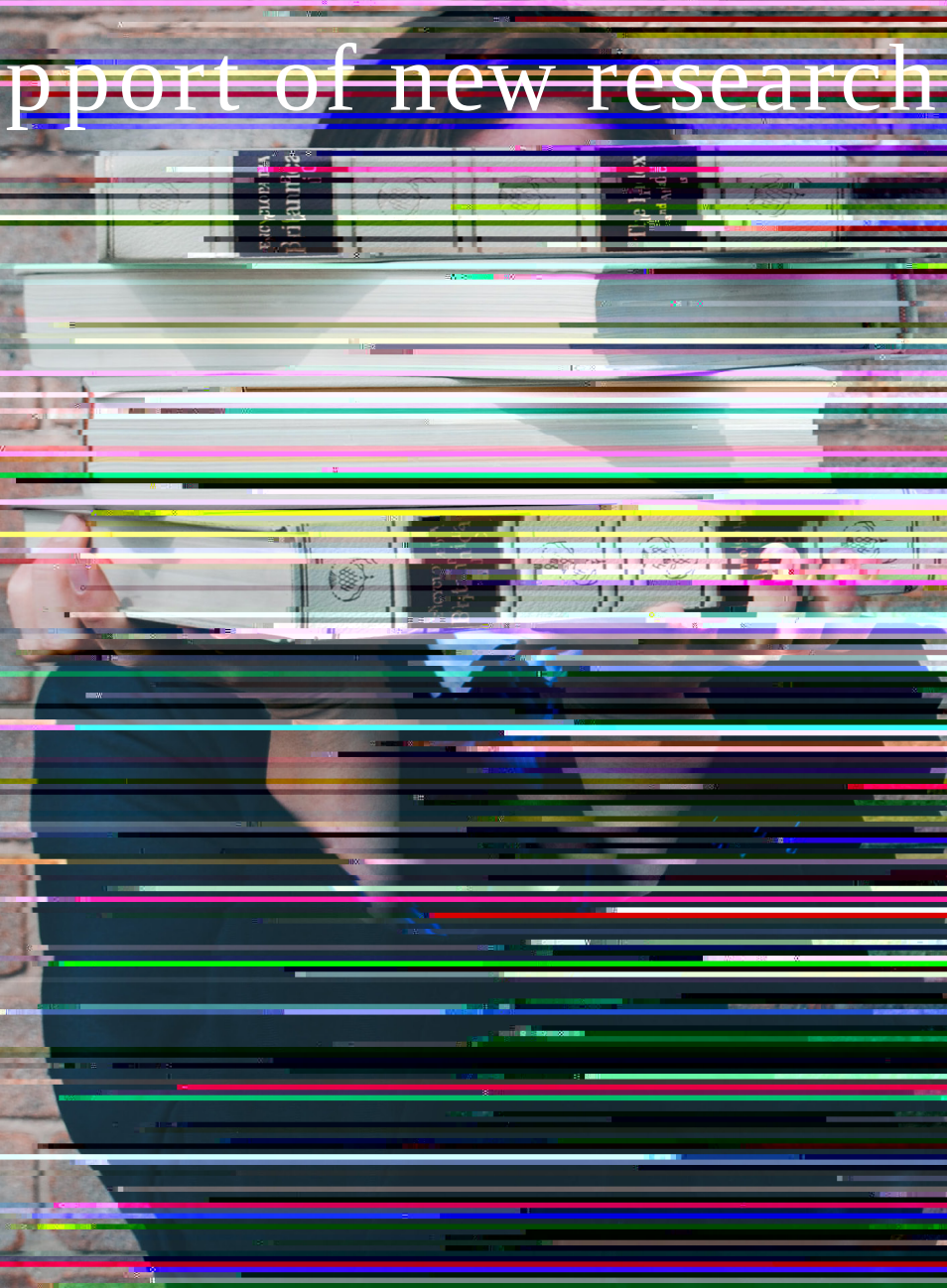


SCHOOL OF EDUCATION AND SOCIAL WORK

Research Staff Handbook

2022/23

Guidelines for the induction and
support of new research staff



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OF SUSSEX

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Welcome message from the Director of Research and Knowledge Exchange

Welcome! Congratulations on joining the School of Education and Social Work at the University of Sussex!

We offer a vibrant interdisciplinary research environment, and our overarching aim is to provide a space in which researchers can flourish, at all career stages. We host six research centres in the School and you can read more about them in this handbook. We encourage

Welcome messages from your Research Staff Representative and Assistant Research Manager

Welcome to the School of Education and Social Work.

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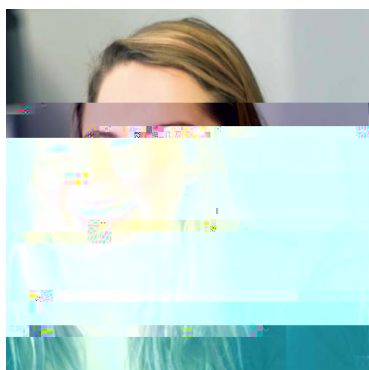
We have a group of excellent researchers in the school and my role is to represent your views and voices on any issues affecting you as researchers, and to communicate these back to the School Research Committee and the centrally based Research Staff Working Group.

This process is part of the spirit of collaboration and mutual support we all strive to achieve in this research environment.

All too often research can be a solitary process with the experiences and challenges of new researchers often going unheard. My role is to help you be able to use our collective voice to influence and create mutually beneficial and positive change.

I look forward to meeting with you during your induction.

Dr Helen Murray
Research Staff Representative



I'm delighted to welcome you to our School which is home to a dynamic team of researchers as well as a friendly and driven professional services team.

I am your key contact point in the School for professional research support including addressing any administrative issues. My role is also to develop, communicate and oversee the implementation of effective systems, policies and procedures to support your current employment. I work collaboratively with the DRaKE, the team in the Research Staff Office and with the Research Staff representative to identify and promote opportunities for strengthening and bringing together your research capabilities. I also contribute to new and planned initiatives in the School for your professional and career development.

I am looking forward to meeting you and knowing more about you and your research. Please do get in touch by email or visit me at my office in Essex House.

Dr Jessica Beck
Assistant Research Manager

Introduction and Overview

Welcome to the School of Education and Social Work at University of Sussex. We are here to support you and make sure you settle into your role within the School and the institution. These guidelines are provided to assist you, as a new member of research staff and to ensure you are settling into your new role. These guidelines complement the already existing University guidelines on induction and support of new research staff. See:

www.sussex.ac.uk/staff/research/researchstaff/principalinvestigator
www.sussex.ac.uk/staff/research/researchstaff/newstaff

Information about the University s FI/F3 0.0000 G[aBT/F5 14.04 Tf1 0 0 1 265.85 539

Induction and its Purpose

We offer a range of activities for research staff as part of the induction. Induction within the School has three main objectives:

1. To help new members of research staff settle into their new environment
2. To help them understand opportunities, systems and responsibilities within the School and University
3. To help ensure the new research staff are introduced to other members of staff (professional services, academic faculty and other research colleagues)

Who is responsible for your induction?

The Assistant Research Manager (ARM) is responsible for your induction to the School. The ARM will explain processes and procedures to you and will arrange an induction program for you on arrival within the school/department.

Within the first couple of weeks, you will be meeting the Director of Research and Knowledge Exchange (DRaKE), the Research Staff Representative, Departmental Research Leads, your Principal Investigator (PI), Head of Department, Centre Directors, as well as other members of Faculty and Professional Services staff in the School. In addition to receiving day-to-day support from your principal investigator/supervisor, you will also be assigned a research mentor who will be available to meet with you periodically for advice and support as part of your allocation of five (pro rata) career development days. The allocation of research mentor will be done within the first month of your arrival.

Within your first few months at the University, you will also be invited to a welcome lunch hosted by the Research Staff Office (www.sussex.ac.uk/staff/research/researchstaff/newstaff), and a Staff Welcome session organised by Organisational Development (www.sussex.ac.uk/organisational-development/new-staff). We urge you to attend both these events to get to know the wider support and context you are working in here at Sussex.

Following your induction, you are encouraged to book onto useful training and development courses, and to network with other staff within the School and across the University:

Organisational Development offer many creative and stimulating learning and development opportunities for all categories of staff (<https://www.sussex.ac.uk/organisational-development/>)

The Research Staff Office offer training events, and development opportunities and support specifically tailored for Research Staff (www.sussex.ac.uk/staff/research/researchstaff/traininganddevelopment).

All research staff development events are free for University of Sussex staff to attend.

On Arrival

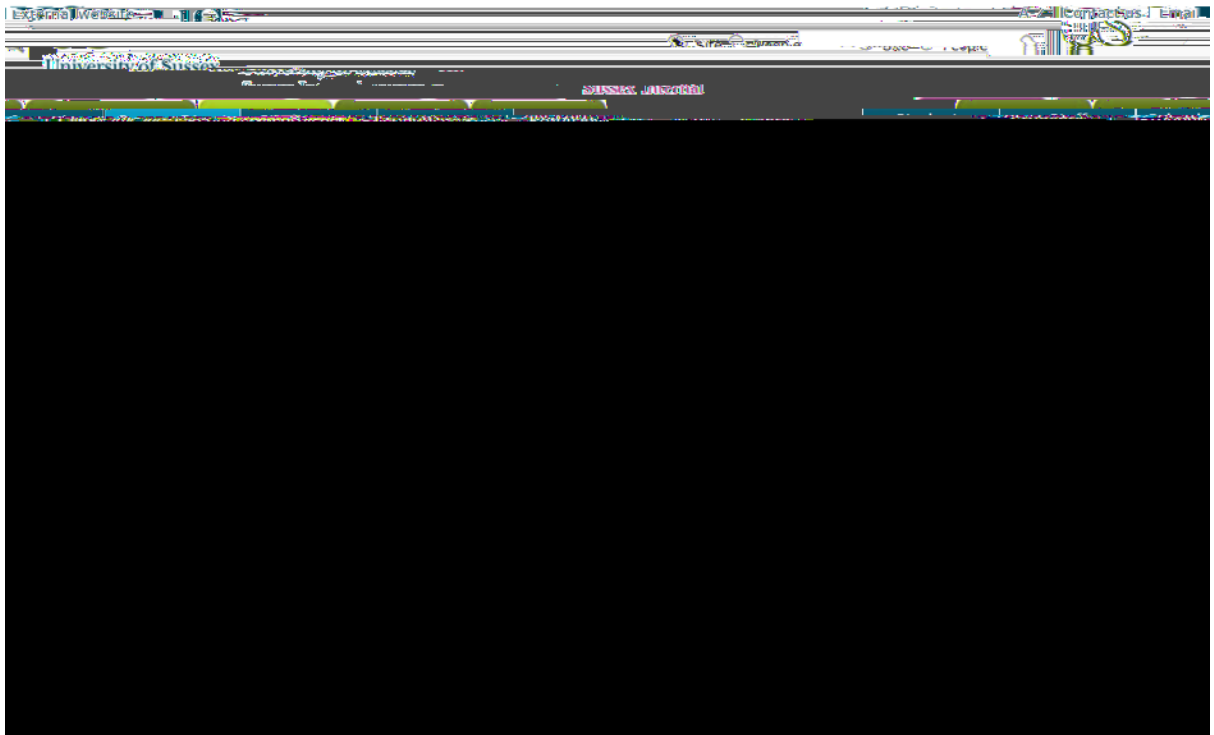
Induction Pack

On arrival, you will be given an induction pack, which consists of:

1. ESW Research Staff Handbook
2. Induction Programme
3. Research Centre Reports
4. Staff Handbook
5. Code of Conduct

When visiting IT Services you will need to take your letter of appointment with you as proof of identity. Your email account can be set up in a few minutes and will be ready for you to send and receive email straight away.

Once you have full IT access, you can access a range of information about the School and the University on **Sussex Direct** (direct.sussex.ac.uk/) - your personalised and secure gateway to University information, available from both on and off campus. Within it you can view and edit the University holds about you, for example your address or car details. Sussex Direct is available from the primary navigation tabs visible at the top of all Sussex web pages.



Printing on campus

All Multi-Functional Devices (MFDs) located across the campus and in each building have a 'secure printing' facility. To need to load a new printer driver, as follows:



Search programs and files

[\\anuosp01.uosprinting.com](http://\anuosp01.uosprinting.com)

Double click on UoS_Secure_Print_Letter

Research Staff Career Development

As you start

As part of your induction, within the first month of you being here, you will

Principal

Investigator or Centre Director to set objectives for your new post and to discuss these alongside your personal research career plans.

The University has created two documents to help both you and your PI with these discussions, the:

guidance and templates:

<http://www.sussex.ac.uk/staff/research/documents/start-of-contract-discussions-guidance-and-templates-final.docx>

designed to help you plan your professional development:

<http://www.sussex.ac.uk/staff/research/documents/research-staff-professional-development-guidance-final.pdf>

Probation periods for research staff vary according to contract. Anyone appointed on a fixed term of one year or more is usually appointed on probation for eight months.

Developing yourself

Whilst employed at University of Sussex, your career development is supported in a variety of ways including:

Career development days Each member of research staff at the University of Sussex is entitled to five career development days per year (pro rata for part-time staff). You can use these days for a variety of career-related activities including: meeting with a

(usually your PI) to discuss your next steps. You should also discuss your training and development needs and longer-term career plans (looking beyond the end of your contract) as part of your reflections and discussions with (a) your line manager in annual appraisals; and (b) with your mentor, including as part of your IRPs.

In addition, you will be formally notified by HR when your contract is coming to an end. If you would like more specialized HR advice then you can make an appointment with our HR business partner (currently Ben Spencer (b.spencer@sussex.ac.uk) who can also talk to you about the redeployment procedure. You can find out more about redeployment here ([Microsoft Word - Redeployment Procedure Redundancy Procedure Appendix 2 .docx](#) (sussex.ac.uk).

School Research Process for Bids and Awards

The School of Education and Social Work has a vibrant and thriving research culture with over 50 researchers working on projects across six research centres.

If you are planning to make your own individual or collaborative research bid, you should first discuss this with your mentor and line manager and any other colleagues familiar with your research area. We would encourage you to consult with senior colleagues in the research centre that best aligns to your research idea. Make the most of their expertise to identify potential funders and help you hone your idea into a research proposal that is suitable and likely to be supported for submission. You can also seek advice from the Research and Enterprise Services (RES) (www.sussex.ac.uk/staff/research/) for example, by attending one of the Education and Social Work Drop-In Sessions that they offer to get advice on funding possibilities. They also circulate funding opportunities and provide a range of training on bidding and on specific funders.

As well as academic colleagues, Professional Services staff within the School, and a Research Development Wh6(,)4()JTJETQq0.000008871 0 595.32 841

School Research Centres

The School hosts six Research Centres:

The Centre for International Education (CIE)
(www.sussex.ac.uk/education/cie/)

The Centre for Higher Education and Equity Research (CHEER)
(www.sussex.ac.uk/education/cheer/)

The Centre for Teaching and Learning Research (CTLR)
(www.sussex.ac.uk/education/ctlr/)

The Centre for Innovation and Research in Wellbeing (CIRW)
(www.sussex.ac.uk/socialwork/cirw/)

The Centre for Innovation and Research in Social Work (C-SWIR)
(<http://www.sussex.ac.uk/socialwork/cswir/>)

The Centre for Innovation and Research in Childhood and Youth (CIRCY)
(www.sussex.ac.uk/esw/circy/)

Detailed information on the work and activities of these Centres is available on their individual websites. Centre membership is open to all, and staff are encouraged

School Seminars

The School hosts a number of high-profile seminars during term time as part of the ESW Open Seminar Series. Seminars are hosted by the research centres and presented by in-house as well as external speakers. Participation is free and the seminars are open to all. They are publicised

paper waste and energy use, the School encourages double-sided printing wherever possible.

3. Travel

The necessity for research-related travel must be considered with a view to the environmental impact. In particular, UK fl

The University of Sussex is committed to promoting and upholding the highest quality academic professional and ethical standards in all its activities and seeks to foster a culture of professional integrity and is a signatory to the Universities UK Concordat to Support Research Integrity³. You should read the University Code of Practice for Research⁴ which sets out standards for conduct expected of all staff and students engaged in research at the University of Sussex.

The Research Staff Office

The University Research Staff Office (RSO) in Research and Enterprise Services works with Research Staff Representatives, and other colleagues in Schools and Professional Services across the university, to champion the needs of research staff.

The RSO works at:

a strategic level: developing and implementing policy and projects to

Contact details:

Research Staff Office
Research and Enterprise Services
Falmer House
University of Sussex
Falmer
Brighton
BN1 9QN

E: researchstaffoffice@sussex.ac.uk

T: +44 (0)1273 877 979

Website:

www.sussex.ac.uk/staff/research/researchstaff

If I

Key contacts for Research Staff in the University

Research Staff Officer

Parveen Mungroo

E p.mungroo@sussex.ac.uk

Director of Research Staff Development

Dr Erika Mancini

E erika.mancini@sussex.ac.uk

HR

For general enquiries

E hradmin.esw@sussex.ac.uk

For enquiries regarding the end of your contract

E b.spencer@sussex.ac.uk

Key contacts for Research Staff in the School

Head

Director of Research and Knowledge Exchange

Professor Mario Novelli

E eswdrake@sussex.ac.uk

Research Development Officer

Clare Neil

E c.neil@sussex.ac.uk

E research_support@sussex.ac.uk

School Administrator

Ana Pereira

E a.pereira@sussex.ac.uk

Assistant Research Manager

Dr Jessica Beck

E j.beck@sussex.ac.uk

Research Staff Representatives ESW

Dr Helen Murray

E h.murray@sussex.ac.uk

Do please get in touch with her if you have any concerns or issues that you feel need to be addressed.

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Falmer, Brighton
BN1 9QQ
+44 (0)1273 877888
eswpgradmin@sussex.ac.uk

This handbook is for advice and guidance only and is not a substitute for the formal statements and requirements of the Charter, Statutes, Ordinances, Regulations and procedures of the

formal statements and requirements take precedence over the handbook.

Every effort has been made to ensure the accuracy of the information contained in the handbook, as at 1 Sept