Message from the Dean

I’ve been fortunate in my career to have received support and advice that has helped me to develop personally, but also progress in my career. As Dean of the Faculty of Population Health Sciences, I believe that support should be available to all staff in the Faculty.

Your personal and career development matters to us: your success helps make the Faculty successful.

This guide identifies the opportunities and structures provided at Institute, Faculty and Institutional level for personal and career development. There is information on training, help in thinking about potential career trajectories, and advice on where you might find appropriate guidance. The way forward is yours to choose. The guide is there to show the range of pathways available.

We want the guide to keep up to date. If you know of other opportunities not listed here but available to staff, please contact the Faculty team at fphs.pa@ucl.ac.uk.

Graham Hart,
Dean

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1. Appraisal

Establishing a clear understanding of expectation, engagement, support and development is critical to ensuring all staff can succeed and feel valued. SLMS requires all staff to be appraised annually, with clear and appropriate objectives being set. Details of the process are outlined on the HR website.

It is beholden upon both the employer and employee to engage fully with the process. If any staff member encounters difficulty arranging reviews please raise this with your Institute Manager.

To support greater understanding of the process and the setting of reasonable objectives, regular training is arranged for managers and appraises. These include:

- **Delivering a High Performance Culture**: for SLMS Directors, Heads of Research Departments, Principal Investigators & Senior Academic staff who have leadership and/or management responsibilities and who have been invited to take part on the recommendation of their Dean

- **Appraisers workshop** for anyone with line management responsibilities

- In conjunction with Organisational Development, the Faculty have organised the session ‘**Getting the most out of your appraisal**’
2. Support

Career

- **Faculty Careers Advice Surgeries** provide appointments for Professional Services Staff to seek career development and CV advice. These are run monthly, are totally confidential and are designed to provide focused guidance for any issue on which you wish to receive advice.

- Institute Careers Advice Surgeries for Research Staff are being established across the whole of FPHS to ensure that research staff can secure advice from more senior colleagues. Links will be provided on the **intranet** as details are confirmed.

Whilst the Faculty wishes to provide local careers advice, there are also more general advisory services across UCL which you might prefer to use. These include:

- **Academic Careers Office**
- **UCL Coaching**
- **uMentor**
- **B-MEntor**

Financial

Although UCL hosts a variety of training programmes that are free of charge to staff, many of you will wish – or need – to continue your professional development through attendance at external courses or by gaining additional qualifications. You should talk to your local manager about the possibility of local funding, but also review the following two sites which outline central funding:

- The **UCL Study Assistance Scheme (SAS)** provides support for UCL staff seeking to gain qualifications to support their work and careers.

- **Erasmus mobility funding** allows Higher Education staff to visit other European educational institutions and gain new skills, fresh ideas, make new friends, and come back to the UK equipped with new methods of working.

Personal

Life is rarely fully compartmentalised and, just as work can impact on your home life, so too can events outside work impact on your career at UCL. To help provide support with respect to “life” rather than just work UCL provides the following services:

- **Employee Assistance Programme**: UCL provides a free and confidential employee support service from Care First. Care First employ professionally qualified Counsellors and Information Specialists, who are experienced in helping people to deal with all kinds of practical and emotional issues.

- **Occupational Health Service** aims to UCL in promoting physical and psychological well-being and prevent illness and injury arising from work activity.
3. Networks

For Professional Services Staff

The Faculty has established five cross-cutting professional networks to enable staff to increase their understanding, discuss problems encountered, network and explore potential changes that might improve working processes and procedures, whether locally or at Institutional level. These are the:

- Human Resources Network
- Education Network
- Finance and Research Administration Network
- Education Network
- PA Network

For more information and to subscribe please visit the Faculty Professional Networks intranet pages.

Centrally, UCL facilitates a variety of networks open to professional service staff and which provide regular updates on changing policies and procedures, including:

- **Astrea**, a UCL network for women in Professional Services
- **UCL Finance Users Group**
- **UCL Departmental Administrators Forum**
- **UCL Teaching Administrators Forum**: search for the Teaching Administrators Forum on Moodle using the password: Bloomsbury
- **UCL WebNet** - a termly meeting for Chief web editors and communications professionals. Previous presentations are available online

For Research Staff

- The Faculty of Population Health Sciences **Statistics Network** was formed in 2013, under the leadership of Dr Irene Petersen, IEHC, to support statisticians, particularly those in early in their careers
- **SLMS**: The UCL Populations & Lifelong Health Domain **Early Careers Network** (ECN) aims to inspire and support population health researchers from across UCL who are in the early stages of their career
- **UCL Women** is for academic UCL staff (postdoc and above) in science, technology, engineering and mathematics (STEM). Any eligible staff are welcome to as many or as few events as they like

All staff

- **Parents and Carers Together Network** (PACT)
- **Out@UCL**
- **Staff Disability Forum**
- **Race Equality email network**
4. Training

Faculty

- Unconscious Bias can occur in recruitment processes or in the work environment. The Faculty has committed to increasing understanding of and address bias. From 1 January 2016 the expectation is that, where possible, those Chairing recruitment panels will have attended appropriate training, whilst all panel members will have had to undertake the HR on-line training module via Moodle. To support this change in policy the Faculty will run multiple workshops, suitable for all staff details for which will be provided at intranet. From 1 April 2016 panel Chairs will have had to attend training to be allowed to take on the role.

- **FPHS Professional Staff Conference** is organised annually as part of the Faculty’s absolute commitment to improving the support given to all our staff.

UCL

**UCL Organisational Development**

There are a variety of training courses available through the [Single Training Booking System](#), including:

- Aspiring Managers Programme for grades 5 and 6
- Delivering a High Performance Culture – SLMS
- Leading on Diversity
- Taking Control of Your Career (Research Staff)
- **Springboard Women’s Development Programme**
- **Future Leaders Programme**: to support succession and career planning, SLMS introduced the Future Leaders Programme from 2013. An annual call is made across Institutes from the Faculty. Candidates must commit to attending all modules and the support of the relevant Institute Director is required due to the limited places available and cost, which is paid locally. It is open to Academic, Research and Professional Services Staff. Interested parties should talk to their Director or immediate line manager;
- **Aurora**: for women up to Senior Lecturer level or professional services equivalent in a University or Higher Education College, ambitious for a career in the sector and interested in exploring leadership and management as one option for progression.

Please visit the webpages for a [full list of courses](#).

Online

- **Your Development Toolkit** comprises a wealth of materials, the majority of which relate to personal and organisational effectiveness, people management and development, and improving performance at work. Access id via [Organisational Development](#) then click Your Development Toolkit in the Resources column (username and password required)

- **IT Staff Training**: a wide range of IT-related courses, qualifications, training materials and one-to-one sessions in Information Technology (IT), Electronic learning (E-learning) technology & Administrative systems are available for UCL staff & students. Details of staff courses and training materials can be found on the [ISD website](#)

- [Moodle](#) is UCL’s online Learning Environment and includes such courses as Unconscious Bias

- [Lynda.com](#) has a huge range of video tutorials supporting learning in software, creative and business skills – all free to UCL staff
5. Development Opportunities

Development, understanding and preparing staff to progress are supported through increasing the breadth of individual experience. Enabling roles and job shadowing can provide such experience. The opportunities outlined below are advertised openly when available, but do express interest within your Institute at any time as shadowing or involvement in support roles may be possible.

For Professional Services Staff

Enabling roles:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Network Lead (x5)</td>
<td>2 years</td>
<td>Faculty</td>
</tr>
<tr>
<td>Network Support (x5)</td>
<td>2 years</td>
<td>Faculty</td>
</tr>
<tr>
<td>Staff Survey Champion</td>
<td></td>
<td>Staff survey occurs every 2 years, this role is part of the Staff Survey Project Group and helps develop questions, and informs the Faculty communications strategy for staff survey</td>
</tr>
<tr>
<td>Athena SWAN SAT Lead/ Member</td>
<td>Not specified</td>
<td>Institute</td>
</tr>
<tr>
<td>E-Learning Champion</td>
<td>N/A</td>
<td>Institute – contact Institute DGT or Education Admin Lead</td>
</tr>
<tr>
<td>Careers Lead (Education)</td>
<td>N/A</td>
<td>Institute - contact Institute DGT or Education Admin Lead</td>
</tr>
<tr>
<td>UCL Astrea Steering Committee</td>
<td>1 year</td>
<td>UCL – visit the Astrea webpages</td>
</tr>
</tbody>
</table>

Job Shadowing:

This is a pilot scheme run by Cristina Gardini, HR & CPD Team Manager, Psychology and Language Sciences (PaLS). More information can be found on the PaLS website.

For Academic/ Research Staff

Enabling roles:

<table>
<thead>
<tr>
<th>Role</th>
<th>Term</th>
<th>Appointed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vice-Deans (Education, Enterprise, External Relations &amp; International and Research)</td>
<td>TBC</td>
<td>Faculty</td>
</tr>
<tr>
<td>Faculty Graduate Tutors (Research and Taught)</td>
<td>N/A</td>
<td>Faculty</td>
</tr>
<tr>
<td>Departmental (Institute) Graduate Tutor</td>
<td>N/A</td>
<td>Institute</td>
</tr>
</tbody>
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Faculty roles are listed on the Faculty intranet pages, with Departmental (Institute) Graduate Tutors listed on Institute intranet pages. Do discuss these roles with the relevant Institute Director or current incumbent, to gain understanding of what would be involved.
6. Certificates and Membership

For Professional Services Staff

- **AUA**'s objective is to advance and assist in the advancement of education by fostering sound methods of leadership, management and administration in further and higher education by education, training, and other means. For further information contact our UCL Branch Manager Lee Standen or visit the website.

- **ARMA** is the professional association for research managers and administrators in the UK. Their mission is to enhance the profession of research management and administration, and to facilitate excellence in research through identifying, establishing and exchanging good practice in research management and administration.

7. Useful resources

UCL Core Behaviours Framework [http://www.ucl.ac.uk/hr/od/core-behaviours/behaviours.php](http://www.ucl.ac.uk/hr/od/core-behaviours/behaviours.php)


Public speaking skills [https://www.toastmasters.org/](https://www.toastmasters.org/)

Create a hub to connect and collaborate with staff and students [https://www.knodium.com/](https://www.knodium.com/)

FutureLearn, a UK-based social learning platform: [https://www.futurelearn.com/](https://www.futurelearn.com/)

For information about Faculty promotions processes please visit the intranet

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