

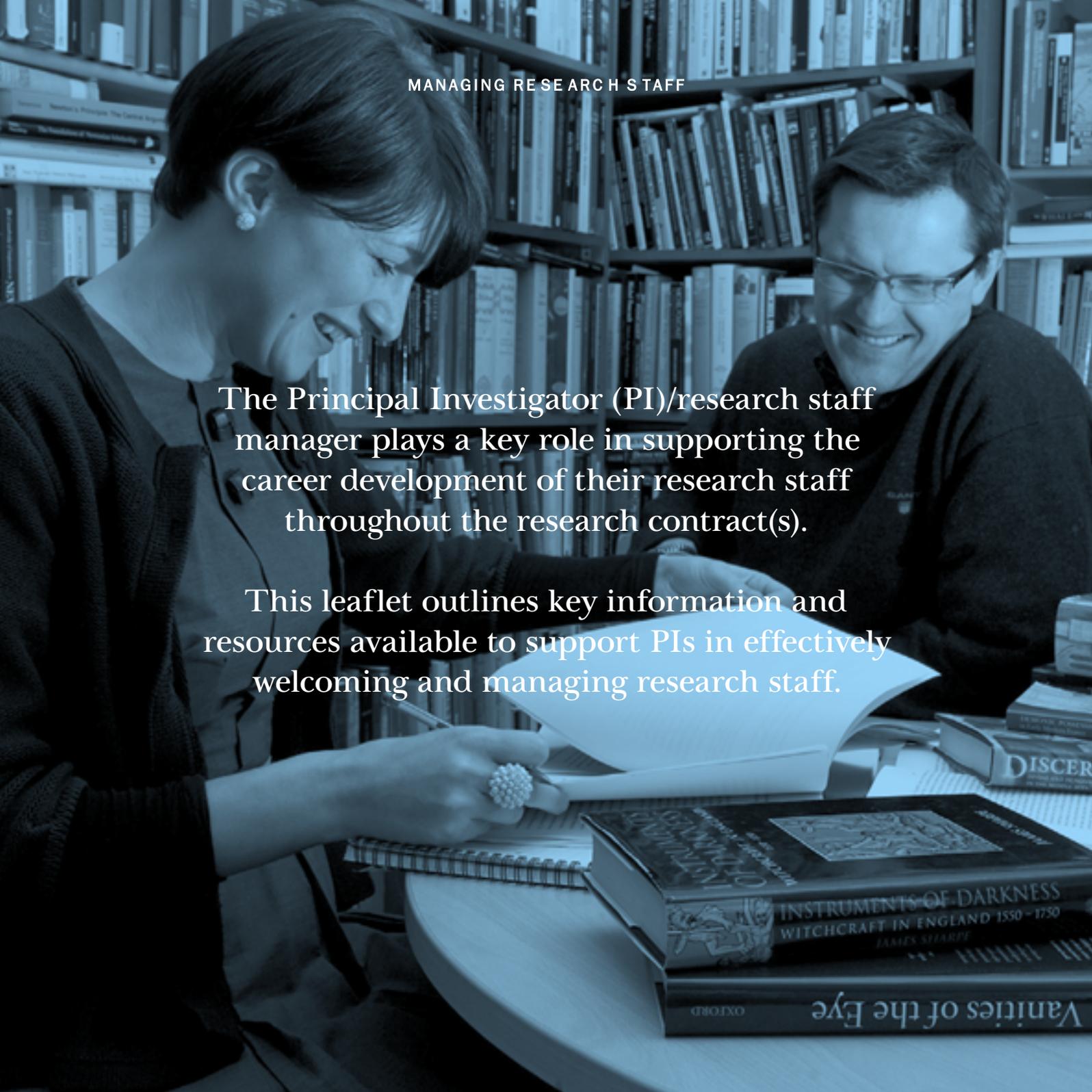
RESEARCH STAFF OFFICE



Welcoming and managing researchers

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UNIVERSITY
OFSUSSEX

A woman with short dark hair and a man with glasses are sitting at a desk in a library. They are both smiling and looking at a large open book. The woman is holding a pen and a notebook. The man is pointing at the book. The background is filled with bookshelves. The text is overlaid on the image in white.

MANAGING RESEARCH STAFF

The Principal Investigator (PI)/research staff manager plays a key role in supporting the career development of their research staff throughout the research contract(s).

This leaflet outlines key information and resources available to support PIs in effectively welcoming and managing research staff.

RESEARCHER INDUCTION

The induction process helps researchers to establish themselves quickly in their role and to identify any development needs.

BEFORE NEW MEMBER OF STAFF ARRIVES

- Ensure the School Admin Office are aware of the new starter and start date. Arrange space and appropriate resources/ infrastructure for the new staff member.
- Refer the new member of staff to the Welcome Guide which can be found on the New Research Staff web page.
▶ sussex.ac.uk/staff/research/newstaff
- New research staff coming to Sussex from overseas need support before they arrive. Refer staff to the International Research Staff web page.
▶ sussex.ac.uk/staff/research/international

UPON ARRIVAL/FIRST DAY:

- Be there to meet your new member of staff on their first day and ensure they visit HR with all relevant documents.
- Introduce them to group members and other key members of the department.
- Arrange a health and safety and IT induction.



WITHIN FIRST MONTH OF APPOINTMENT

It is a University expectation that new members of research faculty should meet with their manager within the first month of the research contract to discuss and agree some initial research and career development objectives.

To prepare for this, you should refer to the relevant documents:

- The Guidance for start of contract objective setting and career development discussions.
- The Research Staff Professional Development Guidance. These can be found on the Research Staff Office PI web page.

▶ sussex.ac.uk/staff/research/pi

OTHER KEY POINTS TO INCLUDE IN RESEARCHER INDUCTION DISCUSSIONS

- Encourage them to attend the 'Researcher Induction and Welcome Lunch' hosted by the Research Staff Office.
- Provide an indication of your expectations e.g. outputs, performance, reporting, progression.
- Inform them of the time you will be able to give them / their project and the nature and extent of the supervision you will provide.
- Explain their entitlement to appraisal, training and development, regular career development discussions, including information about the promotion process.
- Provide information about any entitlement to funds to attend conferences, travel or undertake training etc.

RESEARCH STAFF MANAGEMENT

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Researcher appraisals

Appraisers should meet with research staff appraisees during the annual appraisal process at Sussex to discuss progress against their research objectives as well as their career development aspirations and goals.

► sussex.ac.uk/staffdevelopment/appraisal/research_staff

Researcher promotion

All Research Fellows (grade 7 and above) are eligible to apply for promotion via the academic promotions process. PIs/Managers should direct research staff to information about the promotion procedures.

► sussex.ac.uk/humanresources/personnel/promotionrewardprocedures

Researcher policies and processes

Please familiarise yourself with important policies, guidance and support relating to your researchers' employment and development.

Useful resources include:

- The Research Staff Policy and Resources Library
► sussex.ac.uk/staff/research/policylibrary
- Human Resources Policies
► sussex.ac.uk/humanresources/personnel/policies
- Family Friendly Policies
► sussex.ac.uk/humanresources/personnel/familyfriendlypolicies
- The Dignity and Respect policy
► sussex.ac.uk/staff/dignity-and-respect
- Equality and Diversity Information
► sussex.ac.uk/humanresources/equality

ESSENTIAL RESOURCES AND QUICK LINKS

A quick reference list of essential documents and guidance for yourself and your new member of research staff is provided below.

- Guidance and templates to support your start of contract objective setting and career development discussion
- Research Staff Professional Development Guidance
- Research Staff Welcome Booklet
- Research Staff Appraisal Guidance
- Research Fellow Promotion/Reward Procedure
- Fixed Term Contract: Management Guidance
- Information about fixed term contracts and the law

Links to all of these are available via the Quick Links area of the Research Staff Office PI web page:

► sussex.ac.uk/staff/research/pi

DEVELOPING YOURSELF AS A MANAGER

All PIs and members of staff that have management responsibility should undertake professional development activities to continually develop their managerial and leadership skill sets.

Organisational Development have a suite of materials and resources to support PIs in these efforts including:

- The Managers Toolkit - available on demand online.
- A programme of workshops for managers

For full details and to register for events see the OD web pages

► sussex.ac.uk/organisational-development/leadership-management

You may also wish to take a look at external guidance from Vitae on supervising and managing researchers and developing yourself as a PI.

► vitae.ac.uk/doing-research/leadership-development-for-principal-investigators-pis

SUPPORT FOR RESEARCH STAFF

UNIVERSITY SUPPORT FOR RESEARCH STAFF

The mission of the Research Staff Office, based within Research and Enterprise Services, is to support our research staff during their time at Sussex in a 3-fold manner:

- Individually: providing personal, professional and career development support so that each person can identify and pursue their optimal career path
- As a community: enabling and encouraging research staff to network, share experiences, and learn from each other
- Strategically: working at a University and sector level to articulate and champion the specific issues facing research staff, and contribute to and implement policy to address them

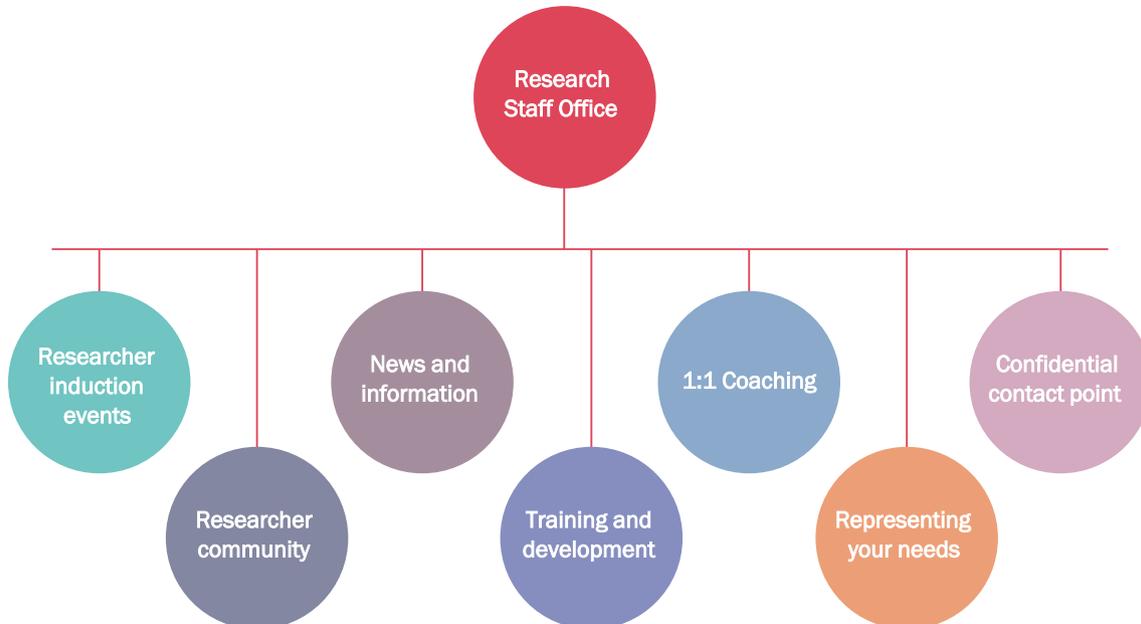
► sussex.ac.uk/staff/research/rso

More information and online resources are available on the comprehensive research staff webpages

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

As a manager you should make your research staff aware of the support available to them from the Research Staff Office, which includes:

- Researcher Welcome and Induction
- Professional development workshops and events
- 1:1 Professional development coaching
- Networking opportunities
- Opportunities to gain committee experience as a Research Staff Representative



RESEARCH STAFF OFFICE
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