

SCHOOL OF EDUCATION AND SOCIAL WORK

Research Staff Handbook 2024/25 (v3)

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 Innovation



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 five Research Centres in the School and you can read more about them in this handbook. We encourage all our researchers to think and work across the Centres – you are welcome at all Centre events and can join more than one Centre, enjoying the synergies that come out of those diverse collaborations.

The research strategy within the School is led by the Director of Research and Innovation. As part of your induction, I hope to meet you in the next few weeks, but you can contact me at any time using the email eswdrake@sussex.ac.uk

I look forward to working with you and supporting you in your research.

With all good wishes
Professor Mario Novelli

Welcome messages from your Research Staff Representative and Assistant Research Manager

Welcome to the School of Education and Social Work.
I'm sure you will find this a creative and exciting place to work.

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.

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 to ensure this doesn't happen and that we are 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 Jeongeun Park
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 Director of Research & Innovation (DRI), 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.

Hazel Crawford
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 Flexible Working Procedure can be found here:

<https://www.sussex.ac.uk/humanresources/business-services/flexible-working>

Information about the University's Remote Working Framework can be found here:

<https://www.sussex.ac.uk/humanresources/ways-of-working>

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:

- To help new members of research staff settle into their new environment;
- To help them understand opportunities, systems and responsibilities within the School and University;
- 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 organising 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 first couple of weeks, you will be meeting the Director of Research and Innovation (DRI), the Research Staff representative, Research Centre directors, your Principal Investigator (PI), Head of Department, as well as other members of Faculty and Professional Services staff in the School. In addition to receiving day-to-day support from your PI/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 ten allocated career development days. The allocation of a 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 staff to attend.

ESW ECR Forum – the purpose of this forum is to give feedback on the research environment and culture and use outcomes to improve institutional practices. For more details please contact Jeongeun Park Jeongeun.Park@sussex.ac.uk

On Arrival

Induction Pack

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

- ESW Research Staff Handbook
- Induction Programme
- Research Centre Reports
- Staff Handbook
- Code of Conduct for Researchers
- List of forthcoming seminars

You will also receive advice and support in accessing the following University services and facilities:

Identity/Library Card

All new members of staff are issued an ID card. The card will enable you to access the Library, Sports Centre and other buildings on campus. To obtain a card, please visit the Print Unit in person – it is located in York House undercroft.

Normal service hours currently in operation are:

Monday - Friday 9.30am - 4.30pm


IT Services

Please ensure you have set up and activated your IT Services account, through which you receive your email account and address. You will need to visit IT Services Reception in Shawcross Building. For the building's location, see the campus map online:

<https://www.sussex.ac.uk/about/campus/map>

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 information 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.




A-Z | [Contact us](#) | [Email](#) | [External website](#)

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[Admin](#)
[Searches](#)
[Research](#)
[Teaching](#)
[Library](#)
[Personal](#)
[Help](#)
[Logout](#)

Home
Hazel Crawford, last login 08/08/24 13.34



Sussex Direct News

Panopto:

If your Panopto lecture recording is not capturing audio follow this [Panopto microphone/audio fix](#).

My Notifications

The IP address of your desktop computer at Sussex is:

Unknown

You will need this address in order to connect to your PC using the Staff VPN service.

Mandatory Training

Have you completed your mandatory e-learning?

If not you need to do so **as a priority**. You can access our online learning platform, LearnUpon [here](#)

Accessibility

Useful Links

[Tip of the Day](#)
[Info for New Users](#)
[Sussex Direct FAQ](#)
[Sussex Direct Guides](#)
[Campus Facilities](#)
[Campus Map](#)
[Change Password](#)
[Childcare](#)
[Eating on Campus](#)
[HR Web Portal \(MyView\)](#)
[Return to work form](#)

Printing on campus

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

Click the windows "Start" button

Where it says "Search programs and files", type in

\\anuosp01.uosprinting.com

Double click on UoS_Secure_Print_Letter

...wait for a couple of minutes...

Double click on UoS_Secure_Print

Close the windows that pop open.

Probably set the new printer, UoS_Secure_Print as your default (once set up and ready to go) – On the Devices and Printers option.

Then send all prints to this print queue, and you'll be able to print on any of the MFDs

Workspace

You will be offered workspace by your Principal Investigator, in conjunction with the School Administrator. It is likely the space may be shared with other research staff colleagues.

Access to Essex House

The normal open hours of the building are 08:00 to 18:00 on weekdays. If you wish to gain access to Essex House outside these hours you must record your presence and notify the University Security Services office:

call (01273) 678234

email security@sef.fm

This is so security staff know to try to find you in the event of an emergency. Sussex Estates and Facilities operates a 24-hour a day, 365 days a year security service for the University.

On leaving, please check that the door of the office you were using is locked and all lights are turned off.

Research Staff webpage

The School is keen to support the ongoing development of its research staff, including post-docs, research fellows, research assistants and associates and visiting researchers. A dedicated web page has been set up for research staff. The page is a key source of information (in addition to this Research Staff Handbook) on the research environment and opportunities the School offers to the research staff with the aim of creating a supportive and healthy culture. The research staff web page aims to give our research staff cohort a positive image, visibility and profile, with an opportunity to share testimonials, awards and recognitions.

Please do visit the webpage and if you have any suggestions on making improvements then contact Hazel Crawford (Assistant Research Manager)

<http://www.sussex.ac.uk/esw/internal/research/research-staff>

| | |
|--|---|
| School Induction | ▼ |
| Start of Contract Discussion | ▼ |
| Research Mentoring | ▼ |
| Engaging with Individual Research Plans | ▼ |
| Career Development Days | ▼ |
| Research Seminars | ▼ |
| Teaching | ▼ |
| Printing, Office Space and Access to Essex House | ▼ |
| End of Contract Support | ▼ |

Social Sciences Research Canvas pages

The ESW Research staff webpages are complemented by the Social Science Research Canvas site, which also includes systems and processes for all internal processes associated with research in the School. You can access the site here:

<https://canvas.sussex.ac.uk/courses/33964>

If you have any issues accessing please contact Hazel Crawford, Assistant Research Manager.

Research Staff Career Development

As you start

As part of your induction, within the first month of you being here, you will take part in a 'beginning of contract discussion' with your 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, both of which can be found on the New Research Staff webpage:

<https://www.sussex.ac.uk/staff/research/researchstaff/resources/newstaff>

- Start of Contract Discussions Guidance
- Research Staff Professional Development Guidance, designed to help you plan your professional development.

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 ten career development days which can be used for a variety of career-related activities including meeting with a research mentor (see below) and attending career development training sessions such as those organised by the University's Research Staff Office. More information about training sessions can be found here: <http://www.sussex.ac.uk/staff/research/researchstaff/traininganddevelopment>
- Research mentoring – 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 career development. Some of the benefits of a one-to-one mentoring relationship are:
 - Having a supportive relationship with someone outside of your line management, with whom you can explore and progress professional development goals
 - Having the opportunity to learn from a colleague with more experience yet close enough to your situation to have relevant insight and understanding
 - Tailored support and guidance appropriate to your situation/career stage
 - Confidential and objective discussions

ESW Mentoring Scheme - The aim of research mentoring is to encourage faculty to thrive at all career stages as part of a vibrant research culture.

You will be paired with a mentor based on career stage. Mentoring matches will always be open for review, with the expectation that changes take place after 2-3 years. Any

requests for changing mentors need to be made in advance of workload planning, so during the autumn academic semester. The focus of the work with your mentor is your own professional progress/goals in research and scholarship, with the agenda led by you as the mentee in negotiation with your mentor.

If you choose, you can share your Individual Research Plan (IRP) with your mentor but this is not a requirement. Research mentoring is not related to performance management or the Achievement and Development Review.

The ESW model of mentoring is consistent with the approach supported across the University, including central training and resources. You can find out more on the Organisational Development web pages on mentoring. Additional training and support events are held within the School to support mentoring.

If you have any questions or concerns about mentoring, including if you do not have a mentor, please contact the Director of Research and Innovation:
eswdrake@sussex.ac.uk.

- Teaching – Depending on your research funder or contract, it is anticipated that research staff will be able to undertake a small amount of teaching and or supervision activity (to be negotiated with the PI and Head of Department) to support their professional development. This may include one-off lectures or supervision of undergraduate or Masters dissertations. Any staff new to teaching will be required to take the University's 'Starting to Teach' module as part of their ten allocated career development days:
<https://www.sussex.ac.uk/adqe/enhancement/devawardsrecognition>
- The Concordat - The University is a signatory to the Research Development Concordat. Visit to see how you can access and engage with a collection of resources.
- Conference funding - The Conference Attendance Fund will support up to £650 per person per year (pro rata for part-time staff). Approval for all funding applications will be dependent on budget availability and is at the discretion of the relevant Head of Department, against the criteria set out in the Conference Attendance Fund School Policy.

Keeping on track and progressing

Mandatory training for staff

The purpose of mandatory training is to ensure that all staff at the University receive essential information, knowledge, skills and guidelines required to perform their job effectively, safely, and in compliance with laws and regulations. Mandatory training helps to reduce risks and liabilities, maintain a safe and healthy work environment, and ensure consistency in practices across the University. Training modules are taken on LearnUpon, an online learning platform. More information is [available here](#)

OD Leadership and management training is also available to help develop your skills and knowledge with our curated collection of workshops, online learning, guidance, and resources. More information is [available here](#)

Annual Achievement and Development Review (ADR)

The University runs an annual ADR process for Sussex research staff. Reviewers should meet with research staff reviewees to discuss progress against their research objectives as well as their career development aspirations and goals.

ADR meetings provide an opportunity to reflect on past achievements and identify areas where you hope to develop new skills or take on new opportunities and responsibilities. Full details can be [found here](#)

Promotion

Details of application processes for research staff promotions and pay awards are provided on the promotion/reward procedures webpage:

www.sussex.ac.uk/humanresources/personnel/promotionrewardprocedures Your mentor and your PI/manager should be able to advise you on planning for promotion.

Issues with your line manager – If you need to talk to someone about your line manager you can contact Mario Novelli (DRI) at eswdrake@sussex.ac.uk

An annual promotions workshop is open to all staff in ESW, including research staff. In the future we hope to have faculty level training specifically tailored for research staff only. Please speak to Hazel Crawford for the latest developments.

End of contract support

As you approach the end of your contract, you should arrange a meeting with your line manager (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 your line manager in your Achievement and Development Review (ADR). You can also discuss with your mentor and/or reflect on your next steps in your IRP.

You will be formally notified by HR when your contract is coming to an end. If you would like more specialised or specific advice, you can make an appointment with HR (hadmin.esw@sussex.ac.uk) who can also talk to you about the University's redeployment procedure.

School Research Process for Bids and Awards

The School of Education and Social Work has a vibrant and thriving research culture working on projects across our 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 Innovation Services (RIS) (www.sussex.ac.uk/staff/research/), or attend a drop in session organised between the Research Development team and ESW Assistant Research Manager (contact Hazel.Crawford@sussex.ac.uk to book on). The Research Development team 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 Manager based in RIS will support you in making your research bid. There is lots of guidance available here: <https://www.sussex.ac.uk/staff/research/development/apply>. You can also visit the ESW pages on external research funding for a step by step guide: <https://www.sussex.ac.uk/esw/internal/research/researchprocesses> as well as the Social Science Canvas pages: <https://canvas.sussex.ac.uk/courses/33964>.

Worktribe

Worktribe is a holistic research management system designed to support the whole project life cycle from proposal development to post award management. Before you can access Worktribe, you must set up Okta and download the Okta app on your phone. You will then use the Okta app on your phone every time you log in to Worktribe, for security purposes as part of [multi-factor authentication](#). You can [find guidance on how to get set up on Okta on the ITS webpages](#).

Full details and FAQs on Worktribe are [available here](#)

School Research Centres

The School hosts five Research Centres:

- The Centre for International Education (CIE) (www.sussex.ac.uk/education/cie/)
- 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 to join more than one Centre as appropriate for their research interests.

The School is also a core member of the Sussex Humanities Lab (SHL) (<http://www.sussex.ac.uk/shl/>), a University research programme open to those whose research aligns with its focus on digital culture, methods and theory. If you are interested in learning more about the work of the Lab, contact Nimi Hoffmann who is the ESW representative for SHL.

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 to other Schools, Departments and research centres across the Sussex campus via Broadcast - the University's internal news and events platform.

The centres also run a range of other activities such as reading groups, impact events and training workshops. You're warmly invited to get involved in these and other events, which are normally advertised on the School and Department mailing lists. Please contact centre directors if you have ideas for events or would like to get more involved with the work of any of the centres.

Environmental Policy

The University's Sustainable Sussex strategic goal sets out our institutional commitment to reducing carbon emissions and improving sustainability in our working practices, including our research practices and processes. The School supports energy conservation and the consideration of the environmental impact of its activities in accordance with the University's Environmental Policy. The School also encourages staff and students to be involved in any green projects that ESW is running.

Energy conservation

As a School, we continue to work on ways of reducing energy consumption – for example, encouraging staff to turn off computers, printers, photocopiers, lights, heating, fans and other equipment when rooms are unoccupied.

Recycling

The School encourages the recycling of paper, cardboard, glass, plastics and other material where possible. Paper recycling bins are on most floors of the School's building, and by photocopiers/networked printers. Cardboard and glass recycling bins are located outside. To further reduce paper waste and energy use, the School encourages double-sided printing wherever possible.

Travel

The necessity for research-related travel must be considered with a view to the environmental impact. In particular, UK flights must only be taken by staff when absolutely essential.¹

Applications for funding for travel expenses and research support will be approved on the basis of train travel (or car if practicable), unless there is an exceptional reason why a flight is essential, agreed by the Head of School. The School supports any university activity to promote use of public transport or cycling as an alternative to driving.

¹ Please note, all flights should be booked through Key Travel (see <http://www.sussex.ac.uk/studentrecruitment/internationaloffice/travel>)

Research Ethics and Integrity

Ethics review

If you are conducting research that involves participants and/or the collection of data, then you will need to submit your research for review to the Cross-Research Ethics Committee (C-REC). You can also go to the School's Research Ethics Officer Dr Nigel Marshall (N.A.Marshall@sussex.ac.uk) to discuss your ethical review.

All ethical review applications are made via the University's online ethical review system. More information on the ethics process, how to submit an ethics application, videos and general guidance can be found at <http://www.sussex.ac.uk/staff/research/governance/apply>

It is important that you receive ethical approval before starting any research as without it you will not be covered under the University's insurance policies.

In order to be considered as part of the C-REC's monthly application review system, your application should be submitted by the 20th of each month (except for August when no cycle takes place). You will then receive a response from the committee within 2-3 weeks of this date. The majority of applications are returned to applicants with at least some amendments before ethical approval can be granted so you are advised:

(a) make sure your application is as complete as possible when you do submit and (b) prepare and submit your application in plenty of time before your research is due to begin.

In some circumstances it is possible to request 'expedited review', for an application to be reviewed outside of this cycle, such as an application requiring review in order to receive funding, or for a commissioned project with a very short timeframe. In all expedited review cases, the agreement of this process is by the discretion of the SREO or C-REC Chair.

If you require any help or advice with the ethics process, please contact Carol Cooley, Senior Research Ethics and Integrity Officer for the Social Sciences and Arts at c-recss@sussex.ac.uk.

The University of Sussex is committed to promoting and upholding the highest quality academic professional and ethical standards in all its activities. The University is a signatory to the [Universities UK Concordat to Support Research Integrity](#).² You should read the University's Code of Practice for Research and other relevant policies and procedures available on the University's [Ethics webpages](#).³

See also detailed information on Ethic for ESW researchers on the [ESW Research Ethics page](#).⁴

² <https://www.universitiesuk.ac.uk/topics/research-and-innovation/concordat-support-research-integrity>

³ https://www.sussex.ac.uk/staff/research/governance/apply/policies_procedures_appeals

⁴ <https://www.sussex.ac.uk/esw/internal/research/ethics>

The Research Staff Office

The University Research Staff Office (RSO) in Research and Innovation 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 enhance researcher experiences and the research environment;
- a personal level: creating and delivering bespoke, professional training and personal coaching to support research staff at each stage of their research career at Sussex.

| | |
|---|--|
| Research Staff Office Research & Innovation Services Level 1, Falmer House University of Sussex Falmer, Brighton, BN1 9QF | E: researchstaffoffice@sussex.ac.uk T: +44 (0)1273 877979 www.sussex.ac.uk/staff/research/researchstaff |
|---|--|

Welcome Guide

You should have received in your contract offer letter a copy of the 'Welcome Guide' created for Research Staff that are new to the University.

If you have not received one, it can be accessed from the [New Research Staff webpage](#).⁵

Further Orientation

Welcome lunch

The RSO hold a welcome lunch for all new Research Staff 3-4 times a year. The aim is to e-mail new starters within 3 months of starting but if you have not heard from them, or were unable to make a session you were invited to, do e-mail them: researchstaffoffice@sussex.ac.uk

Newsletter

Shortly after you start, you will be added to a mailing list, and should begin to receive The Sussex Researcher Newsletter.

This regular mailout is used to communicate news, events and other information relevant to researchers and those involved in supporting researchers.

If you do not automatically start getting the newsletter, get in touch with the team: researchstaffoffice@sussex.ac.uk In the meantime, you can access the most current version, and the archive, from: www.sussex.ac.uk/staff/research/researchstaff/thesussexresearcher

One-to-one support

As well as creating training and development programmes for researchers, the RSO organises 1:1 support for research staff at the University. Ranging from ad hoc discussions with members of the team to having more in depth coaching sessions or linking you with the University- wide

⁵ <https://www.sussex.ac.uk/staff/research/researchstaff/resources/newstaff>

mentoring scheme. More information on coaching, mentoring and careers are on the [RSO webpages](#).⁶

Access the Research Staff Office webpages for a wealth of information on development, funding and fellowships, career planning, practical support and wellbeing:

<http://www.sussex.ac.uk/staff/research/researchstaff>

In addition to the above support, the Research Staff Office also provides information for research staff managers and PIs to enable them to support their staff effectively which can be found here:

<https://www.sussex.ac.uk/staff/research/researchstaff/principalinvestigator>

Equality, Diversity and Inclusion (EDI)

We recognise that everybody who works and studies in ESW comes with different experiences and identities that intersect. We acknowledge that structures and processes exist that attribute power and privilege to certain individuals and groups which result in social injustice. We also recognise that all humans experience vulnerability and privilege at different times and in varying ways.

We want ESW to be a place in which everyone feels confident, included, welcomed and valued and where everyone has a voice, is listened to and is empowered. We aim to celebrate our diverse identities and inter-sectionalities and recognise that we are all responsible in being committed to making this happen.

We intend this statement to be used to challenge the structures and processes that (re)produce social injustice within Higher Education, in line with legislation. We are committed to challenging these inequalities by:

- Implementing and monitoring inclusive policies and practices in recruitment, promotion and accessibility.
- Promoting inclusivity in all of our activities including our teaching, assessment, research, all of our interactions together, and our relationships in the external community
- Providing ongoing training and education on EDI issues for all staff and students.
- Monitoring how we are enacting our commitment to EDI, while addressing ongoing biases, through a reflexive mindset.
- Partnering with diverse community organisations to promote inclusivity beyond ESW.

In our School we organise EDI work to meet these priorities through our EDI Steering Group and our EDI Forum, chaired by EDI Lead, Alka Townend and open to all ESW colleagues.

⁶ <https://www.sussex.ac.uk/staff/research/researchstaff/one-to-one>

Wellbeing Hub

Sussex is dedicated to supporting your wellbeing. The range of resources and services on offer is designed to meet your needs. Whether you're looking for guidance, tools, or someone to talk to, we're here for you. Be sure to check back regularly, as we're always adding new support options to help you thrive. Wendy Carey, Staff Wellbeing Manager and Lisette Whittaker, Staff Wellbeing Officer, are here to help so please reach out if you can't find what you are looking for.

You can find out more about the resources available on [the webpage here](#)

Key contacts for Research Staff in the University

Research Staff Office

E researchstaffoffice@sussex.ac.uk

HR

E hradmin.esw@sussex.ac.uk

Key contacts for Research Staff in the School

Head of School

Professor Simon Thompson E eswhos@sussex.ac.uk

Head of School Coordinator

Sharon Jakeman

E hosc@esw.sussex.ac.uk

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