Staff Welcome

Professor Sasha Roseneil
Vice-Chancellor
28 June 2023
Welcome

• Great decision to join!
• Spirited and engaged staff, students and alumni
• Huge loyalty to Sussex
• A place to grow
• Live the values: collaboration, courage, inclusion, integrity and kindness
A global university

- Interdisciplinarity and challenge to conventional disciplines
- High reputation for research in many areas (Development Studies, Neuroscience, AI, Quantum Computing, Science Policy, Art History, English, Media Studies and Communication, International Relations, Sociology)
- Strong commitment to global social justice and equality
• 1\textsuperscript{st} for Development Studies in QS World Rankings 2023
• 49\textsuperscript{th}= of 1,591 institutions globally in THE Sustainability World Impact 2023
• 55\textsuperscript{th}= of 700 institutions globally in QS World University Sustainability Rankings 2023
• TST Uni of the Year for Student Retention 2022
• Award for Student Diversity at 2021 Global Student Satisfaction Awards
• Two national (HEBCoN) awards for Covid response
• Up 22 places in 2024 QS World Rankings to 218\textsuperscript{th}
Brilliant academics

- 5 Nobel Prize winners
- 15 Fellows of the Royal Society
- 10 Fellows of the British Academy
- 24 Fellows of the Academy of Social Sciences
Nobel prizes

Sir John Cornforth
Chemistry

Sir Harold Kroto
Chemistry

Anthony Leggett
Physics

Archer Martin
Chemistry

Sir Paul Nurse
Physiology
Quality Research

- Strong commitment to blue-skies and applied research
- Major global impacts
- REF 2021
  - 89% world leading / international excellent
  - REF 93% ‘outstanding’ or ‘very considerable’

Centres of Excellence

- Sussex Centre for Quantum Technologies
- Sussex Neuroscience
- Sussex Sustainability
- Sussex Centre for Migration Research
- Sussex Centre for Consciousness Science
- Sussex Humanities Lab
- Sussex Artificial Intelligence
- Centre for International Education
- Genome Damage and Stability Centre
- Centre for Global Health Research
- UKTPO
- Centre for Innovation and Research in Childhood and Youth
Supporting Students

- Around 18,500 students
- New Student Centre
- Programme of significant investment in education and research infrastructure
- Curriculum Re-imagined project
- Research-led teaching to develop critical minds
Staff

- Over 3,400 from +100 countries
- Commitment to workplace dignity and respect
- Extensive development programme and resources
- Clear opportunities for progression
Explore the University

- Visit the ACCA
- Take the Boundary Walk
- Eat lunch outside
- Play at Sports Centre
- Attend a Staff Open Forum
- Enjoy Brighton Festival
Thank you for choosing Sussex
Colin Shipp
Director of HR
Our People Strategy

This strategy belongs to all of us, and we all have a part to play in bringing it to life in order to deliver an exceptional experience for staff and students. We will actively work with you to create a vibrant culture that is open, transparent and inclusive, while remaining true to our values.

We’re ambitious and we want:

• to create an environment that is inclusive and supports and develops people, enabling them to flourish
• Sussex to have leading employment practices and policies in the sector
• to attract and retain staff by offering secure and meaningful jobs with opportunities for development and career progression
• to be renowned in the sector as a champion of best practice in inclusivity and diversity that positively impacts on improved engagement and morale.
Hearing your voice.....

- Staff Survey
- Report and Support
- Staff networks
- University Surveys (e.g. catering)
- Vice Chancellor Engagement sessions
- Chief Operating Officer Engagement Sessions
- Your line manager
Any questions?
Your Health and Safety

Katie Bennett, Head of Health and Safety
Welcome to Sussex

- Fire Safety
- First Aid and accident reporting
- The role of ‘Health and Safety Coordinators’
- Hazards in your work
- Training and further support available
In an Emergency

Fire, First aid, anything suspicious

**DIAL 3333**

If using a mobile, dial:

01273 873333

**Do Not call 999 without informing security**

Security will contact the emergency services if required, as emergency services need to be met at the entrance to campus and guided to the incident location.
If you ACCIDENTALLY START or DISCOVER a fire:

➢ **ALWAYS** raise the **ALARM** first. Operate the nearest manual call point.

➢ Evacuate the area by your nearest safest route. Make sure you know where your assembly point is.

➢ **Never put yourself or others at risk.**

➢ Only use firefighting equipment if you have been trained and are confident to do so.

➢ Go to the building's "**Assembly Point**" and await further instructions.

➢ DO **NOT** re-enter buildings until given the all clear by a representative of any of the following: Fire Brigade, Security, Fire Marshals.

Playing Your Part in Fire Safety:

✓ Know your fire alarm - fire alarms are tested every week, find out when your building test is

✓ Good housekeeping

✓ Report unsafe equipment and/or workplace conditions

✓ NEVER obstruct means of escape or firefighting equipment.

✓ Volunteer to be a Fire Warden

✓ Contact the Health and Safety Team if you have a disability or health condition that may impact your ability to evacuate – PEEPs
✓ Ensure you know how to contact your local first aider.

✓ If your local first aider is unavailable, dial Security on 3333, who will alert the University Medical Response Team. If an ambulance is required, security will also arrange this.

Outside of working hours, call Security on 3333 who will provide first aid assistance.
Health and Safety Coordinators are responsible for maintaining local health and safety arrangements within their school and division, including risk assessments and local procedures.

Ensure you know who your Health and Safety Coordinator is and how to contact them.
• **MUST report** any accident or near miss (where no one was injured) to the University of Sussex.

• It is a legal obligation that all accidents and near-misses are reported, and you must report any you are involved in or witness.

• Report incidents/near miss/unsafe acts on [SussexDirect](https://sussexdirect.sussex.ac.uk)

• Report hazards/faults (e.g. faulty equipment, hazardous spill, damages) to the SEF Service Centre: [SEF.ServiceCentre@mitie.com](mailto:SEF.ServiceCentre@mitie.com)
Workplace Hazards

- Work at Height
- Contractor Management
- Movement around Campus
- Hazardous Materials
- Display Screen Equipment
- Work Equipment
- Electrical
- Housekeeping
- Lone Working
- Security
Mandatory Health and Safety Training:

➢ All staff must complete the mandatory health and safety e-learning modules: Health and Safety Essentials and Fire Awareness

➢ Complete all training required for your role and any safety roles you may have such as First Aid.
Further Support

- If your Local H&S Coordinator is unavailable, contact the Health & Safety Office if you require further advice
- Visit the website: www.sussex.ac.uk/HSO
- Email: healthsafety@sussex.ac.uk
- Pay us a visit: 4th Floor, Bramber House.
Wellbeing
A very warm welcome to the University of Sussex.

I’d like to share with you some information about staff wellbeing at Sussex
**Staff Wellbeing Hub**

The **Staff Wellbeing Hub** is the home for Wellbeing. It is going to have a refresh in the coming weeks, but it has information for everyone, please save as a favourite.

You’ll find information relating to your mental, physical and financial wellbeing. There’s a dedicated manager page and a resources page where you’ll find wellness action plans, stress risk assessments, return to work guides and more.

You can also access the Staff Wellbeing Hub via MyView, (where you view payslips, book leave etc)
Our **Employee Assistance Programme** (EAP) is provided by Spectrum.Life and offers you and your family access to confidential financial, physical and mental wellbeing support, available 24/7, 365 days a year.

Spectrum.Life offer up to 8 structured counselling sessions, access to bereavement counselling plus in the moment support, medical helpline, legal support and more. You also have instant access to on-demand health and wellbeing platform, with a wide range of proactive health tools and programmes including digital gym, wellbeing support content, Be Calm series and more.
Staff Wellbeing

**Mental Health First Aid network** – Mental Health First Aid (MHFA) is an internationally recognised training course, designed to teach people how to spot the signs and symptoms of mental ill health and provide help on a first aid basis. MHFA teaches people how to recognise those crucial warning signs of mental ill health and feel confident to guide someone to appropriate support.

At Sussex our Mental Health First Aid network is made up of staff across the University and we have nearly 40 active MHFAiders. (We are piloting a buddy scheme to support anyone returning to work following an absence)

**Menopause Network** – At Sussex we are working toward becoming an Accredited Menopause Friendly Employer. We have a menopause policy, have trained menopause champions, an active menopause teams chat with over 60 people, we host menopause cafes, have a dedicated menopause pages with support, training and guidance for line managers as well as those experiencing symptoms.
Staff Wellbeing

**Occupational Health** – Heales Medical are our occupational health provider, they offer support, advice and recommendations to help maintain the wellbeing of staff at Sussex. Managers can refer their team member via a portal on our staff pages. Staff can also access their health and wellbeing portal via this link.

**Reward Gateway – Wellbeing Centre** – The wellbeing hub is part of the Reward Gateway for staff discounts and has a wellbeing hub with information for mind, body and your wallet!

**University of Sussex Chaplaincy** – Located in the Meeting House, Chaplains are available for the whole campus and offer welcoming informal support to those both with and without faith. There are regular meditation sessions too which are all held on campus in the serenity of the meeting house chapel.
Sussex Sports – Access to Sussex Sports is another great service for staff at Sussex. With 2 facilities on site and a comprehensive timetable of activities, membership options, access to sports injury clinic, information about discounted swim at local Freedom Leisure pools in Brighton and Hove it’s worth heading over to their page to find out more.

Online Learning – Staff have access to LinkedIn Learning and LearnUpon and they both have training session focused on wellbeing. These include mental health, resilience, meditation, self-compassion and much more. The sessions are typically less than an hour and can be accessed at a time and place that suits you.
Any questions?

Wellbeing

Wendy Carey
Staff Wellbeing Manager
w.carey@sussex.ac.uk
Staff Benefits

Reward Team, Human Resources
The Hidden Extras

- Cycle to Work Schemes
- Reward Gateway
- Discounts and Wellbeing
- Annual Leave Purchase Scheme
- Totum Card (Student discounts)
- Easit (Public transport discounts)
- And much more…
Staff have access to our Reward Gateway platform which offers discounts on a wide range of retailers from grocery shops to AirBnB to John Lewis.

You can also get a TOTUM (formerly NUS) card which entitles you to student discounts at a number of retailers.

The University also partners with Easit which provides staff with discounts on public transport, including a 15% discount on Southern trains and a 10% on some local bus tickets.
## Health and Wellbeing Benefits

<table>
<thead>
<tr>
<th>Reduced Price Gym Membership</th>
<th>Employee Assistance</th>
<th>Cycle To Work</th>
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<tbody>
<tr>
<td>Staff are eligible for a discounted membership to our SussexSport facilities.</td>
<td>This is a confidential helpline. Employees of Sussex have access to the advice line, and can talk about anything with trained counsellors at the other end.</td>
<td>We have two Cycle to Work providers, giving you a wide range of choice.</td>
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<tr>
<th>Extra Annual Leave</th>
<th>Reward Gateway Wellbeing Hub</th>
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<tbody>
<tr>
<td>You can purchase additional leave via a salary sacrifice arrangement, saving you money.</td>
<td>The Wellbeing Hub has hundreds of free video exercise classes as well as healthy recipes and wellbeing tips.</td>
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</table>
Thank you

http://www.sussex.ac.uk/humanresources/reward-and-benefits
Pensions
Agenda

Why save for a Pension?
What to consider
Pension Schemes at the University of Sussex
What happens next?
Pension team contact details
Why save for a Pension?

Determining what to spend our salary on presents so many different challenges daily; making a choice for what feels right now, to thinking and considering what might be beneficial in the future; is faced by all of us when deciding whether to join a pension scheme. Some may defer paying into a pension as retirement seems such a long way off and may not be high on their priority list. However, it is important to pay your pension some attention and the University offers all members of staff the opportunity to join a pension scheme with the aim of a decent standard of living later in life.
What to consider

(1) One of the benefits of saving for a pension is the tax relief.

(2) The savings that are invested in the pension scheme are designed to secure a reasonable standard of living after you retire.

(3) The University contributes into your pension scheme.

(4) When you reach retirement, the pension will provide a regular income for life.

(5) The earlier you start to save for your pension the increased likelihood that your pension will yield a better return.
Pension Schemes at the University of Sussex

USPAS: Legacy scheme, closed to new entrants.

USPSS: For staff grades 1-6.

USS: For staff grades 7 & above.

NHS: For a small group of staff that meet criteria set out by the NHS Pension Scheme.
What happens next?

• Providing you meet the legislative criteria to join a pension scheme, you will be auto-enrolled into the pension scheme appropriate to your grade.

• The Pension team will email you a Pension welcome letter and invite you to a new joiner online session which provides you with an overview of your pension scheme.

• After the pension provider has received your first pension contribution, they will write to you providing you with further information on your pension scheme, along with some helpful links.
The Pension Team

CYNDY GOULD
Pension Team Leader

SARAH JOHNSON
Pension Administrator

DIZZ BYROM-COLBURN
Pension Administrator

RHIAN BARBER
Pension Administrator

Payroll and Pensions : Human Resources : University of Sussex
Thank You

The Pension Team contact details:-
Telephone Number -01273 075528
Email – Pensions@sussex.ac.uk
Equality, Diversity and Inclusion
What is EDI?

• **Equality** - quasi-legal concept which requires fairness. Much law focuses on equality of opportunity but increasingly (including in the higher education sector) there has been a shift to equality of outcomes.

• **Diversity** - recognises the benefit that difference brings to an organisation.

• **Inclusion** - the process of ensuring that diversity – people with different identities - can thrive, and not merely seek to “fit in” to a homogenous culture or environment.

• **Culture** - basic assumptions, operate unconsciously, define an organisation’s view of itself – ‘how we do things here’
Strategic aims for inclusion at Sussex

- **Inclusive Sussex Strategy**, five aims: equality, diversity, flexibility, accessibility, and connection

- Measures of success:
  - To halve the gender pay gap by 2024 (from 20.8% in 2017)
  - Year-on-year improvement in the number of staff who believe that the University is committed to Equality, Diversity and Inclusion.
  - Higher representation of staff with protected characteristics that are currently underrepresented, including in senior leadership positions.
  - Continued reduction in student awarding gaps between those with different identities to be significantly better than national averages.
  - External recognition through charters and benchmarks
People and roles

- David Ruebain, PVC for Culture, Equality and Inclusion
  - David Ruebain inaugural lecture
- EDI team
- EDI Champions
- staff networks
- SATS
- Everyone
Staff Networks

https://www.sussex.ac.uk/equalities/networks/staffnetworks

- BAME Staff Network
- LGBT+ Staff Network
- Trans and Non-Binary Staff Network
- Staff Disability Network
- Sussex Parent and Carer Network
- Long COVID Staff Support Network
- Neurodiversity Staff Support Network
- Graduate Associates Staff Network
Getting involved

- Look out for invitations to join SATs, steering groups, take part in focus group discussions.
- Staff networks – feedback, support, activities and events
- Events and activities
  - new Inclusion calendar.
  - Staff newsletters
- EDI e-learning - new disability module, Union Black sign up via the Santander platform.
- Data – update MyView
- EDI champions - find out what’s happening, share information, support events
- Ideas and suggestions – contact the EDI unit
Any questions?
“Hello!” from your New Chaplain!

- From London
- Spent 15 years in America, doing graduate study and leading a congregation
- Returned to UK and started at Sussex this year
- First Humanist Lead Chaplain at any UK university
The Meeting House
Our Vision

• To be accessible to students and staff from all religious and non-religious backgrounds.

• To embody an inclusive ethos that honours the diversity of the campus community.

• To support and nurture of skills and processes that enable faith and secular constituencies to communicate effectively, in ways that honour the integrity and humanity of ‘the other’ and that contribute to the wellbeing of the whole university and serves its educational aims.
Our Chaplaincy Team includes representatives from Jewish, Muslim, Anglican, Roman Catholic, Methodist, Quaker, Buddhist, Humanist and other communities.

Each chaplain regards themselves as present for the entire campus community, whether or not they subscribe to a religious belief.

‘Here for you’
Promoting Religious, Spiritual, and Ethical Life on Campus

- Weekly religious services (Anglican, Catholic, Quaker, etc.)
- Educational events about different religions
- Working alongside religious and philosophical student societies
Encouraging Interfaith Dialogue

Panels and relationship-building events to encourage interfaith harmony and cooperation.
We work in partnership with the Wellbeing team, Residential Services, and the Student Union.

The food bank is accessible for students 5 days a week from 9am-3pm.
The ground floor of the Meeting House includes spaces for socializing and having lunch or hot drinks with friends.

There is a Quiet Room for study or just finding a bit of space. It is also used on occasion for departmental meetings and socials.
Hosting Seasonal and Celebratory Events
Music & Cultural Events at the Meeting House:

James McVinnie
play organ music by
Tom Jenkinson, Philip Glass
and an improvised set by The Necks

THE SECRET LIFE OF ORGANS

5 April - Town Hall Birmingham
6 April - Leeds Town Hall
8 April - Meeting House
University of Sussex
10 April - Colston Hall Bristol
12 April - Union Chapel London
Lead Chaplain Contact Details: J.F.Croft@sussex.ac.uk
Organisational Development at Sussex
Our aims are to contribute to...

- Empowering and supporting our staff to develop and be the best they can be and to identify with the values of our university.
- Supporting the drive to ensure our University is a great place to work where both staff and students can flourish.
- Building a culture that values psychological safety, trust and wellbeing, where everyone is treated with dignity and respect.
- Finding solutions for staff in times of increased financial pressures and changing demands.
The OD Offer at Sussex

- Coaching Training & Facilitation
- Leadership & Management Programmes
- Onboarding Support
- Mentoring Training & Facilitation
- Staff Wellbeing Hub
- Staff Wellbeing Training & Events
- Apprenticeship Qualifications
- Achievement and Development Reviews
- OD Consultancy
- OD Facilitated Events
- LearnUpon Mandatory & Recommended Training
- Staff Learning Networks e.g. Leaders & Managers
- Peer Learning Networks
- Welcome Events for new starters
- Staff Survey Supporting teams with Action Planning
- Job Shadowing
Other Learning & Development Routes

- Stretch activities in role
- School/Division own development days
- Team learning and collaboration
- FutureLearn
- Manager as coach
- Subject matter forums
- Subject matter blogs
- Reading (journals, articles etc)
- Online talks and webinars e.g. TED
- Job shadowing
- Podcasts
- External eLearning e.g. Udemy, Alison
- External mentoring
- Peer learning networks
- Deputising/acting up
Organisational Development

The Organisational Development team is part of the Human Resources department and supports the professional and personal development of all staff at the University of Sussex.

Latest News
1. 25 May 2023
   "ADRs prioritise a supportive coaching approach to career development"
2. 13 May 2023
   Explore your development opportunities at Sussex
3. 2 May 2023
   Learning at Work Week
4. 26 April 2023
   Development and Wellbeing Drop-in Event

Workshops and courses

Online learning

Information for new staff

Staff mentoring at Sussex

Planning your development

Leadership and management

Meet the Organisational Development team members

Visit the Organisational Development Homepage
Useful Links and Resources

Information for New Staff

Online Learning Hub

The Manager’s Toolkit

Staff Apprenticeship Scheme

Staff Mentoring Programme

Achievement and Development Reviews

OD Workshops and Events
Please join us at the Networking Event for new staff

Thursday 13 July, 12:00PM-2:00PM

Woodland 2 and 3, The Student Centre