

WELCOME TO SUSSEX



A guide for researchers joining the University of Sussex

US

UNIVERSITY
OF SUSSEX

Welcome to the University of Sussex

You are joining an expanding group of over 380 professional researchers employed by the University to work in a wide variety of disciplines spanning the arts, humanities, sciences, engineering, medicine and social sciences.

Welcome to the University of Sussex. You are joining a community of research scholars and the contributions that you make to Sussex by your research prowess are highly valued by us.

The University has an ongoing commitment to support and help you develop during your time at the University and in return we ask that you be a highly engaged member of the Sussex community.

In addition to the support that you receive from your colleagues within your own School or Department, you will find a variety of teams throughout the University that will work to provide practical support and opportunities for your professional development, productivity and wellbeing.

You will find more information about these teams throughout this guide, and I encourage you to make use of the excellent services they provide.

I encourage you to be a proactive manager of your career and as such take those opportunities available at Sussex to develop yourself professionally.

It is important not only to ensure that you have the knowledge and skills to deliver research of the highest quality but that you are also well prepared for whatever direction you decide to pursue in your future career.

I very much hope you have enjoyable and productive time with us here at the University of Sussex and I wish you every success in your research.



Professor Keith Jones
Pro-Vice-Chancellor (Research)

CONTENTS

Welcome	3
Introduction	4
Research staff at the University of Sussex	5
About the Research Staff Office	6
Representing researchers	8
Support for your career development	10
Support for your research	12
Practicalities	14
Living and working in Brighton	16
Relocating from overseas	18
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NEW STARTERS CHECKLIST	
What to do before, and after, you arrive at Sussex	20
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Key contacts	27

Introduction

The aim of this guide is to support your introduction to the University of Sussex, provide information about the range of services and opportunities open to you as a Sussex researcher and help you to navigate the practicalities of starting as a member of research staff.

You are a member of Sussex 'research staff' if your primary job role at the University is to conduct research. Your job title may be Research Fellow, Senior Research Fellow, Postdoctoral Researcher, Research Assistant, Research Associate, Clinical Research Fellow or you may have another role dedicated to conducting research as your primary focus.

This guide is focused on the University level support for you and your career. When you start your research role you will also receive information from your School/Department and research group about the support, processes and policies related to your local working environment.

The Sussex Research Staff Office (p6–7 of this guide) acts as a contact and information point for Sussex researchers, so if you have any questions about any aspect of your role or professional development please contact us at researchstaffoffice@sussex.ac.uk

We are always pleased to hear from researchers and if we can't answer your question, we will direct you to someone who can. Discussions with the Research Staff Office are treated in confidence.

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

Research staff at the University of Sussex

We have over 2,100 staff, including around 1,200 academics, of which, over 380 are research staff. We have counted three Nobel Prize winners, 14 Fellows of the Royal Society, 12 Fellows of the British Academy and a winner of the prestigious Crafoord Prize on our faculty, so you are in excellent company.

The University is proud of its reputation for interdisciplinary research and many researchers work on multidisciplinary projects that span two or more Schools or Departments.

www.sussex.ac.uk/aboutus/schoolsdepartments

The University's professional services divisions support all aspects of administration and as a Sussex Researcher you will interact with a variety of professional services staff and support teams. Information about the key professional services support for your research and career development can be found throughout this guide.

www.sussex.ac.uk/aboutus/professionalservices

Sussex has developed a reputation for innovation and inspiration, and attracts leading thinkers and researchers, including:



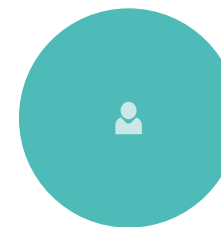
3 Winners of the Nobel Prize



14 Fellows of the Royal Society



12 Fellows of the British Academy



1 Winner of the Crafoord Prize

About the Research Staff Office

The Research Staff Office in Research and Enterprise Services was established in 2013 to coordinate university-wide provision and support for research staff.

The Research Staff Office works with Research Staff Representatives, colleagues in Schools and professional services across the University to champion the needs of Sussex researchers.

We implement policy and projects to enhance researcher experiences and to support the professional development of research staff at each stage of their research career at Sussex.

> www.sussex.ac.uk/staff/research/rs



HOW WILL THE RESEARCH STAFF OFFICE SUPPORT YOU?

Researcher induction events

You will be invited to attend an Induction and Welcome Lunch hosted by the Research Staff Office. At this event you will meet other new researchers and receive an introduction to the variety of support services on offer to you across the University.

Researcher community

You will be invited to the termly Researcher Forums and Coffee Mornings which are an opportunity to meet and network with other researchers (www.sussex.ac.uk/staff/research/forum). If you're interested in what other Research Fellows are doing take a look at our Spotlight profiles.

> www.sussex.ac.uk/staff/research/spotlight

News and information

The Research Staff webpages collate useful information, links and resources that will help you at each stage of your research role.

> www.sussex.ac.uk/staff/research/rs

You will receive a monthly newsletter, *The Sussex Researcher*, which highlights news, events, development and funding opportunities and other useful resources and information. Find out more at:

> www.sussex.ac.uk/staff/research/sussexresearcher

Training and development

The Research Staff Development Series is a programme of professional development events and workshops specifically designed for members of research staff. See p10 of this guide for more details and visit:

> www.sussex.ac.uk/staff/rsds

Coaching and mentoring

Through the Research Staff Office you can book free one-to-one confidential professional development coaching sessions with a qualified coach.

The Research Staff Office coordinates group mentoring schemes for researchers where you can receive mentoring in a supportive environment of peers and senior faculty colleagues.

> www.sussex.ac.uk/staff/research/coachingandmentoring

Representing your needs

The Research Staff Office works across Schools and professional services to champion the needs of researchers. We seek regular input from research staff, and make recommendations for changes in policy and practice to enhance the experiences of researchers.

> www.sussex.ac.uk/staff/research/hrexcellence

Confidential contact point

The Research Staff Office acts as a useful point of contact external to your School or Department that can help if you have concerns about any aspect of your role.

HOW TO CONTACT US

researchstaffoffice@sussex.ac.uk
+44 (0)1273 877979

Research and Enterprise
L1 Falmer House
University of Sussex
BN1 9QF

Representing researchers

A variety of academics, researchers and professional development staff work to represent and champion the needs of Sussex researchers and to support your experiences and professional development.

As a Sussex Researcher, you are invited to contribute your suggestions and ideas for ways in which the University can support you. You are welcome to get involved by becoming a Research Staff Representative, representing researcher interests at a University/School committee or by attending the various events run by the Research Staff Office throughout the year.

RESEARCH STAFF REPRESENTATIVES

Research Staff Representatives are drawn from Schools across the University and meet termly with the Research Staff Office to advise on and influence University policy and projects and to share good practice of research staff support. Many of the Research Staff Reps also represent research staff on University committees.

If you would be interested in representing your fellow researchers and influencing University policy while enhancing your CV, contact researchstaffoffice@sussex.ac.uk or see the website for more information:
 ▶ www.sussex.ac.uk/staff/research/researchstaffreps

RESEARCH STAFF WORKING GROUP

The Research Staff Working Group is the University committee that oversees the delivery of support and professional development provision for research staff. It uses the principles of the *UK Concordat to Support the Career Development of Researchers* as a framework to inform developments to University policy and practice to enhance the experiences and support for Sussex researchers.

- ▶ www.sussex.ac.uk/staff/research/rsworkinggroup
- ▶ www.vitae.ac.uk/policy/vitae-concordat-vitae-2011.pdf

FACULTY REPRESENTATION FOR RESEARCHERS

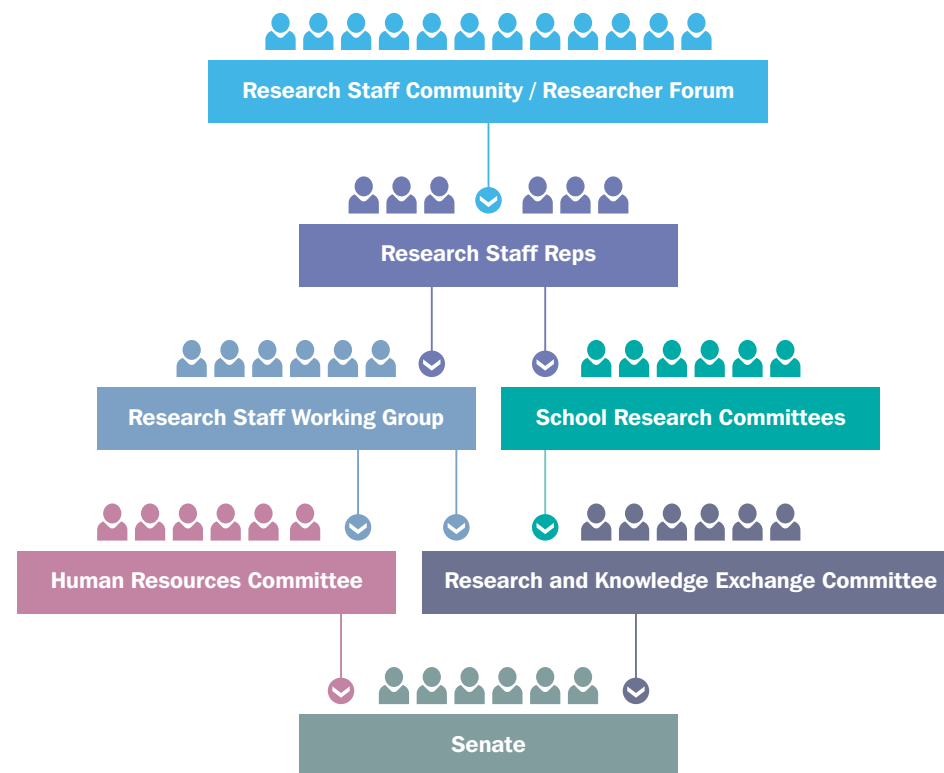
Within your School there will be a member of academic faculty who is responsible for overseeing research staff matters at the School level. This will usually be the School's Director of Research and Knowledge Exchange, but in some cases Schools have appointed an early career researcher lead.

“The Research Staff Reps group is a good environment to exchange opinions and influence decisions that impact on our careers. By becoming a Research Staff Rep I feel that I have positively contributed to our diverse researcher community and gained a solid understanding of our wider roles within the University.”

Stefano Caserta

Research Staff Representative (Brighton and Sussex Medical School)

RESEARCHERS WITHIN THE UNIVERSITY STRUCTURE



Support for your career development

As a Sussex Researcher you will have access to a variety of opportunities to enhance your skills and to develop professionally. The University has produced Research Staff Professional Development Guidance to support your career development discussions and planning.

► www.sussex.ac.uk/staff/rsds

APPRAISAL

The University runs an annual appraisal process for researchers. You will meet with your appraiser to discuss progress against your research objectives as well as your career development aspirations and goals. Appraisal 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. For research staff appraisal guidance and forms visit:

► www.sussex.ac.uk/staff/research/rsappraisal

MENTORING

The Research Staff Office coordinates mixed discipline group mentoring schemes for researchers, where you will have access to mentoring from peers and more senior members of academic faculty from outside your immediate research area.

► www.sussex.ac.uk/staff/research/coachingandmentoring

RESEARCH STAFF DEVELOPMENT SERIES

The programme of development events and workshops specifically designed for postdoctoral research staff and Research Assistants. Events run throughout the academic year and are free to all Sussex researchers.

Events and workshops are clustered under the broad themes of:

- Career management
- Communication and engagement
- Managing yourself and others
- The research environment and research management/funding
- Progression and leadership

For full programme information, workshop outlines and booking information visit:

► www.sussex.ac.uk/staff/rsds



ONE-TO-ONE PROFESSIONAL DEVELOPMENT COACHING

The Research Staff Office offers free one-to-one coaching sessions for researchers. Based on your requirements you may opt for a one-off appointment or a series of coaching sessions. Your coach will work with you to find courses of action that are appropriate to your individual circumstances and will support you in overcoming challenges and achieving your goals.

► www.sussex.ac.uk/staff/research/coaching

STAFF DEVELOPMENT UNIT

General training and development courses open to any member of University staff. Courses offered include: management and development training, equality and diversity, professional and personal development skills.

► www.sussex.ac.uk/staffdevelopment

RESEARCHER DEVELOPMENT PROGRAMME

A comprehensive programme of workshops, webinars and online modules primarily targeted at doctoral students and also open to research staff.

► www.sussex.ac.uk/internal/doctorschool/researcherdev

TEACHING COURSES AND QUALIFICATIONS

Academic Development and Quality Enhancement offer two options for development of your higher education teaching skills:

Starting to teach for staff

A six workshop (15 credit) module for staff with less than three years higher education teaching experience.

Post Graduate Certificate in Higher Education (PGCertHE)

A 60 credit course taken part time over two years leading to accredited qualification and Fellowship of the Higher Education Academy.

► www.sussex.ac.uk/adqe/enhancement/devawardsrecognition

CAREERS GUIDANCE

The University Careers and Employability Centre offers Sussex researchers free one-to-one appointments with a careers advisor to help you explore future career options or support you in making job applications.

► www.sussex.ac.uk/careers/aboutus/researchstaff

VITAE

The University of Sussex is a member of Vitae, the UK organisation dedicated to supporting the professional development of researchers. As a Sussex Researcher you can register on the Vitae website with your Sussex email address to access a wealth of content and resources to help you at every stage of your research career.

► www.vitae.ac.uk

Support for your research

Support is available for all stages of your research activity; from turning an idea into a funded project, to translating your research into commercial products or services, to publicising your achievements and communicating with the media.

RESEARCH AND ENTERPRISE SERVICES

The Research and Enterprise Services division is part of the University's professional services.

► www.sussex.ac.uk/staff/research

The division works to support researchers in all aspects of their research activity including:

Research development: each School has a dedicated Research Development Officer (RDO) based in Research and Enterprise. RDOs can provide you with advice and support in applying for external research and knowledge exchange funding across a range of funders.

► www.sussex.ac.uk/staff/research/development

Contracts and intellectual property team: provide support and advice on intellectual property rights relating to your research or complex/non-standard contractual arrangements for your grant funding.

► www.sussex.ac.uk/staff/research/contractsandip

Supporting ethical research: the Research Governance Officer is available to advise you on determining if your project or study requires ethical review or permissions. Advice is available on research requiring ethical review at University, national or international level as well as information on responsible research conduct throughout the lifespan of a project.

► www.sussex.ac.uk/staff/research/governance

Managing awards and projects: the Research Finance Team provides support for post-award research grant management.

► www.sussex.ac.uk/staff/research/finance

Impact support: the Research Quality and Impact Team can help you if you are looking to understand impact more thoroughly or want to engage in more impact-related activities. They can support you in preparing impact statements for grant applications or planning impact activities.

► www.sussex.ac.uk/staff/research/rqi

Supporting interdisciplinary research: *Sussex Research* facilitates interdisciplinary research programmes by providing support and funding for activities ranging from pump-priming or pilot activities to major investments in research capacity.

► www.sussex.ac.uk/staff/research/sussexresearch

RESEARCH SUPPORT FROM THE LIBRARY

The **Library Research Support Team** offer bookable one-to-one sessions for researchers to discuss how the resources available through the Library and The Keep can support their research. They also support the University's approach to research data management and Open Access publishing and host regular seminars and events on subjects from bibliometrics to developments in scholarly publishing.

► www.sussex.ac.uk/library/research

The **Sussex Research Hive** is the Library's designated area for researchers, open to all doctoral researchers and research staff. It provides private study areas, bookable meeting rooms and a space for researchers from all disciplines to meet.

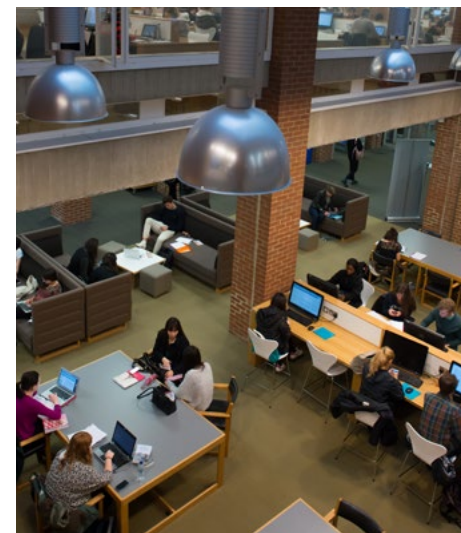
► www.sussex.ac.uk/library/research/hive

Sussex Research Online (SRO) is the University's repository for research outputs. Adding your own research publications to SRO will ensure they are listed on your Sussex web profile, and will maximise the visibility of your research. SRO is also a route to make work available Open Access in compliance with funder's requirements.

► <http://sro.sussex.ac.uk>

The Library Research Support Team administer funds given to the University by RCUK and the Wellcome Trust to support Gold Open Access – find out what your funder requires and how to access the funds on their website:

► www.sussex.ac.uk/library/research/openaccess



IT RESEARCH SUPPORT

IT Services can assist you with all aspects of your IT requirements whilst at Sussex, from setting you up with your email account when you arrive, to managing your research data storage requirements and providing bespoke research support for High Performance Computing. Based in Shawcross building ITS have a help desk that you can contact by phone, email or in person (see p27).

► www.sussex.ac.uk/its/home

SUPPORT FOR COMMUNICATING YOUR RESEARCH

The Press and Communications office can help you gain the maximum exposure for your research activities by providing advice on the appropriate channels of communication and publicity.

► www.sussex.ac.uk/pressandcomms/index

Practicalities

POLICIES AND GUIDANCE

The Research Staff Office maintains a policy and resources library for researchers that aims to direct you to the most important and useful policies for your career at Sussex.

► www.sussex.ac.uk/staff/research/policylibrary

EMPLOYMENT ISSUES AND QUERIES

The Human Resources (HR) division deals with all matters relating to your employment at Sussex. Each School has a dedicated HR advisor and a payroll/pensions contact who should be your first point of contact if you have questions or concerns relating to your employment, pay or pension.

► www.sussex.ac.uk/humanresources

HEALTH, SAFETY AND WELLBEING

The **Health, Safety and Wellbeing Office** is responsible for advising and maintaining policy and guidance relating to all aspects of health and safety in the University. Each building will have a trained Health and Safety Coordinator who should be your first contact if you have any questions or concerns relating to health and safety.

► www.sussex.ac.uk/hso

In an emergency on campus you should dial 3333 from any campus phone or 01273 873333 from a mobile to contact the emergency response team.

Do NOT dial 999 as the emergency services may take longer to get to you.



The **Occupational Health Service** offers confidential advice on health, safety and wellbeing at work and works to prevent work-related ill health. To access occupational health services you can either be referred by your line manager or HR, or you can make a self-referral. ► www.sussex.ac.uk/humanresources/occupationalhealth

If you live within the Brighton and Hove region you are eligible to register with a doctor at the campus Health Centre (www.unimed.co.uk). If you live outside the Brighton area you will need to register with a doctor local to where you live. All staff are eligible to register with the campus dental practice.

FAMILIES

The University has a number of family friendly policies and schemes to support members of staff with (or expecting) families. These include maternity/paternity/adoption leave, parental leave, flexible working, and pre-tax salary sacrifice schemes for childcare.

► www.sussex.ac.uk/humanresources/personnel/familyfriendlypolicies

There is a nursery and pre-school facility on campus operated by The Cooperative Childcare. The nursery opens daily from 7.30am–6.30pm all year round.

► www.sussex.ac.uk/childcare

You can find information about other local childcare providers at:

► www.childcare.co.uk

► www.ofsted.gov.uk

You can find information about schools in your area at:

► <https://www.gov.uk/find-school-in-england>

TERM DATES AND UNIVERSITY CLOSURES

The University is open year round. Teaching operates over semesters which have set dates throughout the year. The University has a number of 'minimum service days' where most campus facilities are closed. These generally coincide with UK bank holidays and national holidays such as Christmas and Easter. During these times the 24-hour IT facilities, residences and 24-hour security continue to operate.

For information about term dates and University minimum service days visit:

► www.sussex.ac.uk/aboutus/keydates

ON-CAMPUS FACILITIES

There are a range of shops and facilities on campus including a bookshop, post office, pharmacy, Barclays Bank, Co-op Supermarket and convenience stores. During term-time there is a weekly market.

► www.sussex.ac.uk/rsts/services/campustradingservices/shopsfacilitiesandretailoutlets

There are two sports centres with fully equipped gyms and sports halls offering a wide range of sporting classes, clubs and activities.

► www.sussex.ac.uk/sport

There are a wide range of cafés, restaurants and bars around campus catering for all tastes:

► www.sussex.ac.uk/catering/wheretoeat

The meeting house is a multi-faith centre on campus (www.sussex.ac.uk/chaplaincy) and the Muslim Student Centre also has prayer facilities.

There are bike storage and parking facilities on campus and we are serviced by Falmer train station and a number of bus routes.

► www.sussex.ac.uk/sef/services/transport



Living and working in Brighton

Brighton is a vibrant city by the sea with a very diverse cultural scene and plenty of theatres, cinemas, venues and galleries. The nightlife is exciting with plenty of bars, clubs, pubs and live music.

The Brighton Festival is the highlight of the cultural year, with other festivals and events taking place throughout the year.

► www.sussex.ac.uk/study/location/brighton

There are excellent road and rail links from the city to London and other major UK cities and Gatwick International airport is 30 minutes by road or train.

Getting to and from campus and around Brighton & Hove is straightforward via the network of bus routes (www.buses.co.uk). The city is bike friendly with plenty of cycle lanes and paths.



RELOCATING

The University recognises that relocating for work can be a stressful and expensive process for researchers. To support your relocation, the University provides removal expenses of up to £2,500 for new members of staff with a contract exceeding one year duration. You will be required to provide receipts for your removal costs to claim reimbursement. For more guidance on claiming removal expenses refer to the HR removal expenses policy:

► www.sussex.ac.uk/humanresources/personnel/policies

If undertaking a major international relocation you may be able to claim additional removal expenses at the discretion of your Head of School.

For significant/overseas relocations you may choose to use the services of a relocation company. Your School's Human Resources Advisor will be able to provide you with a list of relocation services.

FINDING ACCOMMODATION

There is no accommodation on campus for members of staff, so before you arrive at Sussex you will need to find private accommodation. The University's Housing Services provide guidance and resources for house hunting in the Brighton & Hove area, including lists of properties for rent through University registered landlords.

► www.sussex.ac.uk/study/accommodation/off-campus/privately-rented

You can also use online search facilities such as www.rightmove.co.uk and www.zoopla.co.uk to find accommodation for rent/sale. If you do not want to go through an agency www.gumtree.com can also be a useful place to look. The Brighton rental market moves very fast and properties are often only on the market for a few days. Sometimes it is possible to find property that is not yet on the market by going in person to letting agents and discussing your requirements.

In the majority of cases you will be required to rent/buy through a letting/estate agency. When renting you may be asked to provide a guarantor (a third party who agrees to pay your rent if you don't) and a number of months rent in advance, particularly if you have not rented property in the UK before.



USEFUL LOCAL WEBSITES

- www.visitsussex.org
- www.visitbrighton.com
- www.whatson.brighton.co.uk

Relocating from overseas

The key practical information for your relocation to Sussex is outlined here. For more detailed information and resources please refer to the International Research Staff webpage:

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

VISAS AND IMMIGRATION

Before you arrive in the UK, you and those travelling with you will need to have the appropriate documents and visas to qualify you to live and work in the UK. You should check your visa requirements with UK Visas and Immigration:

► www.gov.uk/browse/visas-immigration

Visas can be costly and can take several weeks or even months to obtain so you should plan plenty of time to obtain your visa.

ACCOMMODATION

If you have not previously rented in the UK most landlords will require you to have a guarantor (a third party who agrees to pay your rent if you don't) and may require several months rent in advance. You may also be asked to provide proof of earnings and employment, for which your University appointment letter should be sufficient along with your last three months of bank statements

and payslips from your previous employer. See p17 of this guide for more information about finding accommodation.

You will pay 'council tax' on the property in which you live, which goes towards the maintenance and upkeep of your local area. If you live alone you will qualify for 25 per cent discount on your council tax.

Some rental properties may be part/unfurnished. There are a variety of online sites to find cheap or free used furniture, www.gumtree.com and www.freecycle.org are two examples.

BANKING

Before you arrive you should research the documents you need to provide to open a bank account as different banks may require different information. You will need to book an appointment with your chosen bank to open your account. There can be waiting lists for appointments so it is best to book in advance.

To open an account banks will require proof of your UK address – examples could include: utility bill, tenancy agreement, council tax bill, employer's letter (can be obtained through HR) or EU/EAA identity card.

Providing proof of address can be challenging as it may be a few weeks before you receive any official post to your new UK address.

The easiest option is to request an employer's letter from Human Resources (HR) when you register on your first day, you can use this as proof of address for bank accounts. Another option is to request a statement from your overseas bank to be sent to your UK address.

You may also be required to provide proof of income, so you will need your last three months bank statements and payslips from your previous employer along with your University of Sussex appointment letter detailing your new salary. If you cannot obtain proof of income you should still be able to open a basic account, but may not be entitled to credit facilities.

TAX

When you live and work in the UK you will be required to pay tax on your earnings. Income Tax and National Insurance Contributions will automatically be deducted from your monthly salary and the percentage of tax you pay will depend on your salary. When you arrive in the UK you will need to obtain a National Insurance (NI) number in order to access free healthcare and other services. University Human Resources can help you with this, or you can phone **0345 600 0643** or visit:

► www.gov.uk/browse/tax/national-insurance

For more information on the UK tax system visit:

► www.gov.uk/browse/tax

To work out your 'take home salary' after tax, pension and other deductions you can use a salary calculator (www.thesalarycalculator.co.uk) or ask your school's HR payroll contact to give you a salary breakdown.

HEALTH

If you will be living and working in the UK for more than six months, you will be entitled to free treatment under the UK's National Health Service (NHS). This means you can register with NHS doctors and dentists and seek treatment from other NHS healthcare services. If you are staying in the UK for less than six months you will not be entitled to free non-emergency treatment under the NHS and you will need medical insurance.

FAMILIES

If you are from outside the EU and have a visa to live and work in the UK, your spouse/partner and any dependent children under 18 should be allowed to join you in the UK, although they must apply separately for a visa. If of school age, your children should be entitled to free education provided by state schools. For more information about childcare, finding schools and family friendly policies at Sussex see p15 of this guide.

EURAXESS

EURAXESS is a European Commission initiative aimed at supporting researchers' mobility in the European Union. EURAXESS UK has a wealth of information on moving to the UK including a comprehensive relocation guide which you can download at:

► www.euraxess.org.uk



What to do before, and after, you arrive at Sussex

This quick reference guide will help you navigate your first few months in your new role as a Sussex Researcher. You can also find additional information and resources on the webpage for new research staff: www.sussex.ac.uk/staff/research/newstaff

Before you arrive at Sussex

TO DO	✓	COMMENTS/LINKS/RESOURCES	PAGE
Familiarise yourself with the Terms and Conditions of Employment	<input type="checkbox"/>	If you are to be employed as a Research Fellow (grade 7 or above), in the faculty terms and conditions you should refer to the sections for 'Research Faculty'. ▶ www.sussex.ac.uk/humanresources/personnel/termsandconditions/faculty Research Assistants have separate terms and conditions: ▶ www.sussex.ac.uk/humanresources/personnel/termsandconditions/otherstaff	14
If you are coming from overseas arrange any necessary visas and work permits	<input type="checkbox"/>	You can check what you will need at UK Visas and Immigration: ▶ www.gov.uk/browse/visas-immigration Make sure you leave plenty of time to arrange your visas.	5

Refers to this guide



Before you arrive at Sussex

TO DO	✓	COMMENTS/LINKS/RESOURCES	PAGE
Sign and return your 'Staff Record Form' to Human Resources	<input type="checkbox"/>	If you have any questions about your appointment information or forms you should contact HR: E humanresources@sussex.ac.uk T 01273 877769	14
Register any children with local childcare/schools	<input type="checkbox"/>	There is a nursery and pre-school on campus. ▶ www.sussex.ac.uk/childcare You can research other local childcare providers at: ▶ www.childcare.co.uk and ▶ www.ofsted.gov.uk You can find information about schools in your area at: ▶ http://schoolsfinder.direct.gov.uk/schoolsfinder	15
Ensure you have the appropriate documents required for opening a UK bank account (if coming from abroad) and for renting property	<input type="checkbox"/>	If coming from overseas make an appointment in advance with a UK bank branch to open an account once you arrive. You will need proof of your UK address and proof of income (eg last three months bank statements, previous payslips and University appointment letter). For renting you will need proof of income and guarantor information. Check with banks and letting agents as to the specifics of the documentation you will need to provide.	18–19
Arrange accommodation	<input type="checkbox"/>	Useful websites include: ▶ www.sussex.ac.uk/study/accommodation/off-campus/privately-rented University information and property searches with local landlords. ▶ www.rightmove.co.uk and ▶ www.zoopla.co.uk UK property search sites. ▶ www.gumtree.com Classified adverts, good for finding flatshares and accommodation without agency involvement.	17–18
Familiarise yourself with this guide and the support available for Sussex researchers	<input type="checkbox"/>	▶ www.sussex.ac.uk/staff/research/rs Hub of information and resources for Sussex researchers.	

NEW STARTERS CHECKLIST



On your first day

TO DO	✓	COMMENTS/LINKS/RESOURCES	PAGE
Familiarise yourself with the campus map	<input type="checkbox"/>	Download a map of campus from: ▶ www.sussex.ac.uk/aboutus/findus	14–15
Take your paperwork to Human Resources	<input type="checkbox"/>	You need to go to Human Resources (HR) in Sussex House – room 338. You will need: <ul style="list-style-type: none"> • P45 (or P46 – if you don't have P45) • Completed Immigration, Asylum and Nationality form • Passport, visas, work permit and/or other forms of identification as specified in your appointment letter • Bank details <p>Be aware that there is a 'payroll cut-off date' by which time you will have to have registered with HR if you are to be paid at the end of the month in which you join. If you miss this date you will not be paid until the end of the following month. Payroll cut off dates can be found under 'documents and forms' at: ▶ www.sussex.ac.uk/humanresources/payrollandpensions</p>	14
Meet your manager and research group colleagues	<input type="checkbox"/>	You can find out any member of staff's contact information, role responsibilities and other information via their web profile. Staff profiles are available via the Sussex staff directory where you can search for people by name, role or department. ▶ www.sussex.ac.uk/profiles	5
Obtain Sussex ITS username, password and email address from IT services	<input type="checkbox"/>	IT services are located in Shawcross Building. ▶ www.sussex.ac.uk/its	13 27
Login to Sussex Direct	<input type="checkbox"/>	Check your personal information and order a car parking permit if required. ▶ https://direct.sussex.ac.uk/login.php	
Obtain your University staff card	<input type="checkbox"/>	Make an appointment or drop-in to the print unit in York House to obtain your card. ▶ www.sussex.ac.uk/sef/services/print	

NEW STARTERS CHECKLIST



In your first few weeks

TO DO	✓	COMMENTS/LINKS/RESOURCES	PAGE
Set up induction meetings	<input type="checkbox"/>	There will be a range of people in your School and across the University that it will be useful for you to meet early on. Your manager will be able to advise you, but examples might include: <ul style="list-style-type: none"> • Head of School and/or Head of Department • School/Departmental administrator • Director of Research and Knowledge Exchange and/or School early career researcher lead • Health and Safety Coordinator ▶ www.sussex.ac.uk/hso/people • School's HR contact • School's Research Staff Rep 	8–15
Complete appropriate risk assessments	<input type="checkbox"/>	Depending on the nature of your research you may be required to fill out a variety of risk assessments before you commence your work. You should check what is required with your manager and Health and Safety Coordinator: ▶ www.sussex.ac.uk/hso/healthandsafety/riskassessment	14
Have a career development discussion with your manager	<input type="checkbox"/>	Set out some initial research and career development objectives for your first year. For guidance and forms to facilitate your start of contract discussion with your manager see the webpage for new research staff: ▶ www.sussex.ac.uk/staff/research/newstaff Agree which development courses/opportunities you will undertake. ▶ www.sussex.ac.uk/staff/rsds	10–11
Attend an induction to the Agresso Finance System	<input type="checkbox"/>	Agresso is the University's finance system. You will need to use it to buy products and services for your work and to claim back any work related expenses. The Agresso team run regular inductions tailored to your needs: ▶ www.sussex.ac.uk/finance/newfinancesystem	

NEW STARTERS CHECKLIST



In your first few weeks

TO DO	✓	COMMENTS/LINKS/RESOURCES	PAGE
Familiarise yourself with key policies, guidance and resources relating to your employment, research, safety and development	<input type="checkbox"/>	Visit the policy and resources library for research staff for links to key documents and information: ▶ www.sussex.ac.uk/staff/research/policylibrary	14
Familiarise yourself with the organisational structure and strategy of the University	<input type="checkbox"/>	The University's strategy can be found at: ▶ www.sussex.ac.uk/aboutus/ourstrategy More information about the structure and governance of the University is at: ▶ www.sussex.ac.uk/ogs	5
Personalise your Sussex Web profile	<input type="checkbox"/>	You can add information to your public web profile through Sussex Direct by going to 'personal' then 'web profile'. To make your publications appear on your web profile you will need to upload them to the University repository Sussex Research Online. Details of how to do this are here: ▶ www.sussex.ac.uk/library/research/sro	13
Use the researchers FAQs to find answers to the various questions you have in your first weeks of work	<input type="checkbox"/>	▶ www.sussex.ac.uk/staff/research/researchstaff/faqs If the frequently asked questions (FAQs) don't provide an answer, don't hesitate to contact the Research Staff Office: researchstaffoffice@sussex.ac.uk	4

NEW STARTERS CHECKLIST



In your first few months

TO DO	✓	COMMENTS/LINKS/RESOURCES	PAGE
Attend University Inductions	<input type="checkbox"/>	You will be invited to an all staff induction where you will meet the Vice Chancellor and other senior members of the University and find out more about the University's strategy and organisation. You will also be invited to a research staff Induction and Welcome Lunch to meet staff supporting researchers across the University. It is a chance to find out more about the support available for your career and development and to network with other researchers that have also recently started at Sussex.	7
Attend the Researcher Forum	<input type="checkbox"/>	You'll be invited to the termly Researcher Forum which is a chance to network with other researchers, share ideas about issues affecting Sussex Researchers and hear about topics of interest.	9
Register for professional development events	<input type="checkbox"/>	The Research Staff Development Series is a tailored programme of development events for postdoctoral researchers, research assistants and other research staff run by the Research Staff Office: ▶ www.sussex.ac.uk/staff/research/researchstaff/traininganddevelopment There are also opportunities through the Staff Development Unit, Doctoral School, Academic Development and Quality Enhancement and others.	10–11
Get involved in the Research Staff Community	<input type="checkbox"/>	You may choose to boost your CV by becoming a Research Staff Representative, being active in School/University committees or joining/initiating a researcher network. There are lots of opportunities to get involved. For more information contact: researchstaffoffice@sussex.ac.uk	6–9



Key contacts

These are the key central contacts that you will need in your first few weeks and months at Sussex. There will also be key contacts within your School/Department and you should be provided with information about these by your manager or School Administrator when you start your role.

RESEARCH STAFF OFFICE

The Research Staff Office is a contact and information point for all Sussex Researchers. You can contact the Research Staff Office with any queries relating to your role or professional development. Discussions with the Research Staff Office are treated in confidence.

E researchstaffoffice@sussex.ac.uk
T 01273 877979

► www.sussex.ac.uk/staff/research/rs

The Research Staff Office is located in Research and Enterprise Services, L1 Falmer House.

The researchers frequently asked questions page may be a useful resource for your first few weeks and months at Sussex.

► www.sussex.ac.uk/staff/research/faqs

HUMAN RESOURCES

You should contact HR with any queries relating to your employment contract, pension or pay. Your School will have a dedicated HR advisor and payroll contact:

► www.sussex.ac.uk/humanresources/people

Alternatively you can contact central HR:

E human.resources@sussex.ac.uk
T 01273 877769

► www.sussex.ac.uk/humanresources/index

Human Resources is located in room 338 in Sussex House.

IT SERVICES

You should contact ITS with any queries and issues relating to your computer, email and other IT equipment/software.

E support@its.sussex.ac.uk
T 01273 678090

► www.sussex.ac.uk/its/home

IT Services is located in Shawcross building.

For more information about the services listed here and other support services available for Sussex researchers, please refer to the rest of this guide.

RESEARCH STAFF OFFICE

Research and Enterprise Services
Falmer House
University of Sussex
Brighton, BN1 9QF
United Kingdom

researchstaffoffice@sussex.ac.uk
+44 (0)1273 877979

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



HR EXCELLENCE IN RESEARCH

HR EXCELLENCE IN RESEARCH

A UK-wide process, incorporating the QAA UK Quality Code for Higher Education, Chapter B11: Research Degrees and the Concordat to Support the Career Development of Researchers, enables institutions to gain the European Commission's HR Excellence in Research Award, acknowledging alignment with the principles of the European Charter for Researchers and Code of Conduct for their Recruitment.

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