



CHAPTER 4

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HUMAN RESOURCES

Hiring Project Staff

Project staff employed by the University are subject to the policies and procedures of Human Resources, including, but not limited to, probation, appraisals, redundancy, end of contract processes, and overseas working. Your Departmental Administrator is your central contact point who will liaise with the central HR team as required.

All Human Resources policies and procedures can be found on <https://www.hr.admin.cam.ac.uk/policies-procedures>.

Staff Management

As PI you are likely to be responsible for project staff who will be line managed by you.

Full guidance on probation can be found on <https://www.hr.admin.cam.ac.uk/policies-procedures/probationary-arrangements/probationary-arrangements-contract-research-staff>.

Full guidance on appraisals can be found on <https://www.hr.admin.cam.ac.uk/policies-procedures/staff-review-and-development>.

Please find below line learning resources for managers provided by Personal and Professional Development (<http://www.ppd.admin.cam.ac.uk/online-learning>):

- Effective Staff Review and Development
<https://www.training.cam.ac.uk/cppd/course/cppd-effectsrd>
- Giving Effective Feedback
<https://www.training.cam.ac.uk/cppd/course/cppd-feedback>
- Roles and Responsibilities
<https://www.ppd.admin.cam.ac.uk/online-learning/leadership-essentials-management-responsibilities>
- Communicating Assertively
<https://www.training.cam.ac.uk/cppd/course/cppd-selfassert>
- Prevent Training
<https://www.vle.cam.ac.uk/course/view.php?id=117231>



End of Contract and other Changes to Project Staff

Should you experience any changes to project staff, e.g. due to maternity/paternity leave, long-term sickness please communicate this to your Departmental Administrator the funder as adjustments to the project could be negotiated.

Employing staff on unestablished fixed term contracts (e.g. research appointments) for 2 years or more would qualify staff for a redundancy payment on the expiry of the fixed term contract. Redundancy pay may be an eligible cost to certain funders and therefore costed into the project budget – please contact your Research Grant Administrator. Full HR guidance can be found on <https://www.hr.admin.cam.ac.uk/policies-procedures/redundancy-pay-notes-guidance-cambridge-only>.

Full guidance on the process of ending a fixed term contract can be found on <https://www.hr.admin.cam.ac.uk/policies-procedures/redundancy-pay-notes-guidance-cambridge-only/ending-fixed-term-contracts>.

Full guidance on overseas working can be found on <https://www.hr.admin.cam.ac.uk/policies-procedures/overseas-working>.

All HR contacts can be found on <https://www.hr.admin.cam.ac.uk/contact-us>.

The Personal and Professional Development team (PPD) delivers practical and relevant development opportunities to the staff and research students of the University of Cambridge. Courses include Recruitment Essentials and Leadership Essentials. All courses can be found on <https://www.ppd.admin.cam.ac.uk/>.

Visiting Professors

Visiting professors will need to complete a Visiting Professor Form to have access to university site and services. These are processed by your Department and by Human Resources.

Your Departmental Administrator will be able to help you connect with HR should this be needed. Please contact them way in advance of any fixed arrangements being made.
