CAREER MANAGEMENT TOOL for RESEARCHERS

Introduction

Research staff are integral to the life and success of the University. As well as conducting the world-class research for which Cambridge is famous, researchers also make valued contributions to teaching and learning, public engagement, administration, and much more..

The *Employment and Career Management Scheme* signals the University's commitment to supporting and developing you in your careers, regardless of your field of work, level of experience, or career aspirations. This Career Management Tool has been designed to provide you with a useful guide to the Scheme, reflecting its clear minimum standards for the management of research careers.

This tool has been designed to work alongside the full scheme in two related ways:

1. it is structured using yes/no questions that will help you to think about how you are managing your career – in terms of both your current research project and your next career steps;
2. to help you answer these questions and/or to take any actions you identify as necessary, the right-hand column gives pointers to the relevant University resources.

The questions and resources are broadly arranged by contract stage, from induction through to your next contract. There are some additional questions for researchers who are on their second contract and beyond. Notwithstanding these rough divisions, you are encouraged to look through the whole document, in order to get a sense of where you are now and what you may want to begin thinking about for the future.

We hope very much that you will find this career management tool valuable and that it will help you to make the most of your experience as a researcher at Cambridge.

CAREER MANAGEMENT TOOL for RESEARCH STAFF

1. Early stages of the contract

Key questions

My Project

- Have I completed my initial **induction** within my department? [**A**]

- Have I participated in further induction opportunities for new staff? [**B**]

- Have I **clarified my role and responsibilities** with my manager or supervisor? If I don't have a direct manager, have I sought guidance from an adviser or mentor?

- Am I familiar with the **terms and conditions of my contract**? [**A**]

- Have I reviewed the University's **research standards and policies**? [**C**]

My Career

- Have I thought about what I want to get out of this experience as a researcher at Cambridge?

- Have I sought out information about the range of **support and career development** opportunities for research staff? [**D**]

- Have I made a **personal development plan** (PDP)? [**E**]

- Am I taking active responsibility for my **career planning**? [**F**]

- Have I considered where I want to be in five years' time? [**F**]

Related resources

A. 'Getting Started' – key information that includes an **induction checklist**:

http://www.admin.cam.ac.uk/offices/hr/staff/crs/intro.html

B. New Research Staff Welcome – a induction event specifically for new researchers, with presentations and exhibitions from services/offices who support research and researchers:

http://www.training.cam.ac.uk/cppd/theme/researchevt?providerId=36612

Online and face-to-face induction opportunities for new staff:

http://www.training.cam.ac.uk/cppd/theme/orientation?providerId=36612

C. The **Research Office** website hosts research-related University policies, including copyright and intellectual property:

http://www.admin.cam.ac.uk/offices/research/research/default.aspx

D. Centre for Personal and Professional Development (CPPD) – training courses and development opportunities for staff of the University:

http://www.admin.cam.ac.uk/offices/hr/cppd/

E. University Skills Portal: http://www.skills.cam.ac.uk/postdocs/pdp/

F. The **Careers Service** offers a specialised advisory service for research staff in all subject areas and offers various tools to explore and plan your career:

http://www.careers.cam.ac.uk/pdoc/pdocportal.asp

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2. During the contract

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Key questions

My Project

- Am I **personally taking stock of my progress**, in line with any agreed work programme, and seeking appropriate feedback?

- Am I being pro-active in **reviewing my work with my PI** (manager/supervisor) and raising any issues? [A]

- Am I contributing to, or taking responsibility for, **writing publications and attending conferences** – as appropriate for the project and my career stage?

My Career

- Am I **regularly assessing my skills development** – recording my progress and setting further goals? [B]

- Am I making sure that I review my progress and my career ambitions with my PI (supervisor/manager), during **career management review** meetings?

- Am I continually reviewing and, as necessary, updating my **career plan**? [C]

- Am I looking at **personal funding opportunities** for which I am eligible? [D]

- Am I keeping my **CV** up to date? [C]

- Am I being responsible for finding and engaging with **training and development opportunities** available to me? [B]

- Am I maintaining and developing useful **networks**?

- If I wish to stay in academia, am I aware of my possibilities for promotion? [A]

Additional questions for experienced researchers

– i.e. researchers on their second contract and beyond

- Have I considered opportunities for **expanding my role**, e.g. writing grant applications, joining committees, teaching duties?

- Have I considered acting as a **mentor** to early-career researchers? [E]

Related resources

A. Employment and Career Management Scheme – including information about career management review ('appraisal') and promotion for research staff:

http://www.cam.ac.uk/staffstudents/research-staff/ecm/ecm-scheme/

B. Research Staff Development Programme – training and professional development specifically designed for research staff, run by CPPD:

http://www.training.cam.ac.uk/cppd/theme/researchevt?providerId=36612

C. Careers Service – specialist careers advice for research staff, including one-to-one appointments, career skills workshops, conferences, and online resources:

http://www.careers.cam.ac.uk/pdoc/pdocportal.asp

D. Research Office – support in applying for and managing research grants:

http://www.admin.cam.ac.uk/offices/research/research/default.aspx

E. University Mentoring Guidelines:

http://www.admin.cam.ac.uk/offices/hr/cppd/opportunities/mentor/

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Key questions

My Project

- Have I **discussed with my PI** (manager/supervisor) the possibility of ongoing work or re-deployment?

- What are the prospects for my **continuing employment** on this project, if I want to stay?

- Have I **contributed to planning** the continuation of the project, if appropriate?

- Am I familiar with the **University procedures** relating to the ending of fixed-term contracts and re-deployment? [A]

My Career

- Am I taking **active steps** to secure my next job? [B]

- Have I made full use of the **careers advice** and resources that are available to me? [C]

- Have I been in communication with my departmental administrator? [A]

- Have I **identified any possible sources of research funding** for which I am eligible and may wish to apply? [D]

Related resources

A. University policy for ending fixed-term contracts:

http://www.admin.cam.ac.uk/offices/hr/contracts/

University policy for re-deployment:

http://www.admin.cam.ac.uk/offices/hr/policy/redeployment/

HR Contacts for Departments – for advice on redundancy and re-deployment:

http://www.admin.cam.ac.uk/global/cgi/stafflist.cgi?officeabbr=hr_schools_teams

B. University Job Opportunities:

http://www.admin.cam.ac.uk/offices/hr/jobs/

The Careers Service [C] will be able to advise you on effective strategies for finding job opportunities beyond collegiate Cambridge.

C. Careers Service – one-to-one appointments, advice on CVs, cover letters, and job interviews, plus a vacancies database:

http://www.careers.cam.ac.uk/pdoc/pdocportal.asp

D. Research Office – support in applying for and managing research grants:

http://www.admin.cam.ac.uk/offices/research/research/default.aspx