

# **POST-DOC SURVEY RESULTS 2017**

## ***Departmental Responses (June 2018)***

*A summary of departmental changes in response to postdoc comments in the 2017 survey, kindly provided by Catherine Butler and Marcus Jarman.*

### **SECTION 2: POST-DOC TECHNICAL/INFORMATION SUPPORT SERVICES**

#### **Response to postdoc comments regarding ways to improve department support services**

- *The Department has addressed points raised by recruiting a Facilities apprentice and ensuring Tony's post was filled promptly when he retired.*
- *It has proved difficult to hire temporary facilities staff, either through the University Temporary Employment Service or other external agencies, there is very limited availability. Hence we recruited Darren from Canada!*
- *Marcus will endeavour to get information regarding changes to services circulated quicker in future whenever possible.*
- *We don't have the staff to cover 3 runs on a Friday as the University runs a 36.5 hour week for support staff. Friday is a shorter day, if we evened out the day lengths it would make it hard to complete a 4pm run and return to the Department before staff finish.*
- *Increasing the number of University-funded support staff is an issue that would need to be raised with the Head of Dept and permission obtained from the School of Biological Sciences, which allocates our annual wages budget.*
- *A list of shared equipment in the Department and University-wide is available here <https://www.equipment-sharing.cam.ac.uk/home>*

#### **Response to postdoc comments regarding information that it was felt was not communicated well within the department:**

- *Helen Scott on Reception can help with the specific research biography query*
- *The Department newsletter was introduced in 2015 to help improve communication and includes a section on funding opportunities*
- *Funding information emails are directed to eligible groups, whether that is PIs, postdocs or graduate students, by Catherine, Del, Maria, Melanie and others.*
- *The HoD election was organised according to University procedures which state the staff to be informed and consulted. Unfortunately this does not currently include research associates. Catherine has discussed this issue further with the Postdoc Committee.*

**Response to postdoc comments regarding the level of support provided by the department:**

- *The need for more quiet working areas will be prioritised if/when the library space is remodelled, and in all future refurbishments – we recognise the need for it.*
- *Del or Catherine can assist with pensions, tax queries, or direct staff to the appropriate section within the University*
- *A successful postdoc research retreat has been organised, with financial support from the Department. This is likely to become an annual event. Postdocs can also attend the careers workshops being organised for graduate students (4 per year)*

**SECTION 3: STAFF APPRAISAL (2017, 2016 and 2015)**

**Response to postdoc comments regarding the staff appraisal process:**

- *The reminder system has been changed – as the online SRD system was not working efficiently – to ensure staff review reminders are generated and acted upon.*
- *Ombretta emails PIs on a monthly basis regarding reviews that are due.*
- *The Head of Dept checks completion of group appraisal rates at PI's own appraisal.*
- *The number of completed staff reviews received by Catherine has consistently increased over the past 6-12 months.*
- *The Department is considering making a specific month each year 'staff review month' to carry out reviews, so encouraging prompt completion*