



# PdOC Society Guide for new postdocs

[www.pdoc.cam.ac.uk](http://www.pdoc.cam.ac.uk)

Postdocs of Cambridge 

@CamPostdocs 

## GETTING STARTED IN CAMBRIDGE

### University map

[map.cam.ac.uk](http://map.cam.ac.uk)

### Accommodation Service

[www.accommodation.cam.ac.uk](http://www.accommodation.cam.ac.uk)

### The NHS (National health service)

Information on NHS services:

[www.nhs.uk/NHSEngland/AboutNHSservices/Pages/NHSServices.aspx](http://www.nhs.uk/NHSEngland/AboutNHSservices/Pages/NHSServices.aspx)

How to register with a GP:

[www.nhs.uk/chq/Pages/1095.aspx?CategoryID=68&SubCategoryID=158](http://www.nhs.uk/chq/Pages/1095.aspx?CategoryID=68&SubCategoryID=158)

How to register with a dentist:

[www.nhs.uk/NHSEngland/AboutNHSservices/dentists/Pages/find-an-NHS-dentist.aspx](http://www.nhs.uk/NHSEngland/AboutNHSservices/dentists/Pages/find-an-NHS-dentist.aspx)

University Dental Practice

[www.dental.cam.ac.uk](http://www.dental.cam.ac.uk)

### Colleges and Departments

[www.cam.ac.uk/colleges-and-departments](http://www.cam.ac.uk/colleges-and-departments)

A-Z listings of all University Departments and 31 Cambridge Colleges of the University

### Information for new staff

[www.hr.admin.cam.ac.uk/hr-staff/information-new-starters](http://www.hr.admin.cam.ac.uk/hr-staff/information-new-starters)

These pages aim to give you a flavour of the University and tell you what's available, in terms of personal and professional development, and the many benefits of working in Cambridge.

### Office of Postdoctoral Affairs

[www.opda.cam.ac.uk](http://www.opda.cam.ac.uk)

In recognition of the importance of postdocs, the University established the Office of Postdoctoral Affairs (OPdA) in 2013 to look after the interests of the community. We have a base at 16 Mill Lane (The Postdoc Centre), where you can come for information and advice.

### Postdocs of Cambridge (PdOC)

[www.pdoc.cam.ac.uk](http://www.pdoc.cam.ac.uk)

Cambridge University Society for postdoctoral research staff and Junior Research Fellows (JRFs). All Cambridge postdocs are welcome to join, and there is no membership fee.

### Newcomers and Visiting Scholars

[www.nvs.admin.cam.ac.uk](http://www.nvs.admin.cam.ac.uk)

The Newcomers and Visiting Scholars (NVS) help newly arrived University members and visitors, along with partners and families, to settle in and find out more about Cambridge.

## HUMAN RESOURCES SUPPORT AND INFORMATION

### Staff Guide for academic, academic-related and research staff.

[www.hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide](http://www.hr.admin.cam.ac.uk/hr-staff/information-staff/staff-guide)

Essential guide for research staff on key policies, practices, terms of employment and facilities.

### CAMBens (Employee benefits)

[www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits](http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits)

University of Cambridge employee benefits includes health care cash plans, child care, bicycle and car hire schemes to shopping and insurance discounts.

### Pensions

[www.pensions.admin.cam.ac.uk](http://www.pensions.admin.cam.ac.uk)

Your contract will state of which scheme you are a member.

### Equality and Diversity

[www.equality.admin.cam.ac.uk](http://www.equality.admin.cam.ac.uk)

## POSTDOC SPECIFIC RESOURCES

### **Information for research staff**

[www.cam.ac.uk/research-staff](http://www.cam.ac.uk/research-staff)

A guide specific to research staff including Living and working in Cambridge, Employment and Career Management.

### **Researcher Development for Postdocs**

[www.ppd.admin.cam.ac.uk/information-postdocsresearch-staff](http://www.ppd.admin.cam.ac.uk/information-postdocsresearch-staff)

The 'Researcher Development' programmes include training in teaching, managing research projects, writing and in developing personal strengths in communicating and working with others.

### **The Concordat**

[www.vitae.ac.uk/policy/vitae-concordat-vitae-2011.pdf](http://www.vitae.ac.uk/policy/vitae-concordat-vitae-2011.pdf)

The Concordat is an agreement between the funders and employers of researchers in the UK, setting out the expectations and responsibilities of each stakeholder in researcher careers – researchers themselves, their managers, employers and funders.

## *HEALTH, WELFARE AND SAFETY*

### **Travel Insurance**

[www.admin.cam.ac.uk/offices/insurance/travel](http://www.admin.cam.ac.uk/offices/insurance/travel)

The University provides travel insurance for employees of the University of Cambridge and its subsidiary companies whilst travelling abroad on University of Cambridge business.

### **Health and Safety**

[www.safety.admin.cam.ac.uk](http://www.safety.admin.cam.ac.uk)

This service provides a central resource for health and safety to complement and support the work of safety officers in the departments. They also deliver training courses and produce guidance documents on a wide range of topics.

### **Occupational health**

[www.oh.admin.cam.ac.uk](http://www.oh.admin.cam.ac.uk)

This service focuses on the prevention of ill health and promotion of health at work.

### **Disability Resource Centre**

[www.disability.admin.cam.ac.uk](http://www.disability.admin.cam.ac.uk)

Provides information and advice on disability issues.

### **University Counselling Service**

[www.counselling.cam.ac.uk](http://www.counselling.cam.ac.uk)

The Staff Counselling Service is available free of charge to all staff who hold a University contract of employment: academic, academic-related, assistant, research and technical.

### **University Chaplaincy**

[www.hr.admin.cam.ac.uk/hr-staff/information-staff/religion-or-belief/chaplaincy](http://www.hr.admin.cam.ac.uk/hr-staff/information-staff/religion-or-belief/chaplaincy)

The Chaplain to University Staff works in formal partnership with the University's Equality & Diversity Section and has forged links with the other University chaplaincies and faith communities across the city of Cambridge.

## *FAMILY MATTERS*

### **Childcare office**

[www.admin.cam.ac.uk/univ/childcare](http://www.admin.cam.ac.uk/univ/childcare)

The Childcare Office oversees the facilities and assistance offered to University staff and students with children.

### **Cambridgeshire School Admissions**

[www.cambridgeshire.gov.uk/childrenandfamilies/education/admissions.htm](http://www.cambridgeshire.gov.uk/childrenandfamilies/education/admissions.htm)

Information on admission to Cambridgeshire nursery, primary and secondary schools.

## *PROFESSIONAL DEVELOPMENT AND YOUR CAREER*

### **University of Cambridge Training Providers**

[training.cam.ac.uk](http://training.cam.ac.uk)

This site provides a central point for staff and students of the University and its Colleges to search for and book onto a variety of training courses run by participating University training providers.

### **Personal & Professional Development**

[www.ppd.admin.cam.ac.uk](http://www.ppd.admin.cam.ac.uk)

There are training and development opportunities for all staff, from those new to working at Cambridge to those who are more established on their career pathway.

### **Careers service**

[www.careers.cam.ac.uk](http://www.careers.cam.ac.uk)

The Careers Service provides careers advice and information to all current University of Cambridge postdocs and contract research staff.

## Job opportunities in Cambridge

[www.jobs.cam.ac.uk](http://www.jobs.cam.ac.uk)

Listings of current University vacancies. If you are looking for a support staff role, you may be interested in the academic-related and/or assistant staff vacancies. You can also search for opportunities available within the 31 independent Cambridge Colleges.

## Job opportunities outside Cambridge

[www.postdocjobs.com](http://www.postdocjobs.com)  
[www.jobs.ac.uk](http://www.jobs.ac.uk)

## UNDERSTANDING THE UNIVERSITY

### About the University

[www.cam.ac.uk/about-the-university](http://www.cam.ac.uk/about-the-university)

A description of how the University works, who are the senior leaders, term dates, history etc.

### Cambridge University Reporter

[www.admin.cam.ac.uk/reporter](http://www.admin.cam.ac.uk/reporter)

The official journal of the University of Cambridge. The Reporter appears on Wednesday each week during Full Term. It carries notices of all University business, Discussions, and Graces; Council and General Board decisions; as well as brief information on awards, appointments, and job vacancies.

### University Term dates

[www.cam.ac.uk/about-the-university/term-dates-and-calendars](http://www.cam.ac.uk/about-the-university/term-dates-and-calendars)

### Postdoc opportunities for College affiliation

There are 31 independent and autonomous Colleges which form part of the Collegiate University. The majority of postdocs are not affiliated to a Cambridge College during their time in Cambridge. However, opportunities for postdocs to become affiliated to a College are increasing. Current opportunities for postdocs are listed on the College section of the University jobs site [www.jobs.cam.ac.uk/college](http://www.jobs.cam.ac.uk/college) and can be found in vacancies section of the weekly University Reporter [www.admin.cam.ac.uk/reporter](http://www.admin.cam.ac.uk/reporter)

## UNIVERSITY RESEARCH AND TEACHING

### Overview of research in the University

[www.cam.ac.uk/research](http://www.cam.ac.uk/research)

Publicises the latest research taking place in the University. It is a great place to get to know what other researchers are doing but also to advertise your work.

### Talks.cam

[www.talks.cam.ac.uk](http://www.talks.cam.ac.uk)

If you want to know about talks in Cambridge that match your interests, talks.cam was created for you!

Talks.cam provides a database of talks in Cambridge that anyone can browse and much more.

### Lecture listings

[www.timetable.cam.ac.uk](http://www.timetable.cam.ac.uk)

Information about lectures provided by Faculties

### CamTools

[camtools.cam.ac.uk](http://camtools.cam.ac.uk)

CamTools is an online environment available to everyone at the University, designed to facilitate teaching, learning, research and collaboration. It is a simple way to make your material available on the web - put up handouts, lecture slides, reading lists, notes and so on; easily upload files online.

### Cambridge Enterprise

[www.enterprise.cam.ac.uk](http://www.enterprise.cam.ac.uk)

Works with members of the University to help commercialise their research and provide consultancy services to industry.

### Teaching/Research Supervision

[www.careers.cam.ac.uk/pdocsci/pastevents/makecamwork6.asp](http://www.careers.cam.ac.uk/pdocsci/pastevents/makecamwork6.asp)

As a first step talk to your PI and Department teaching office about opportunities to teach on their course or in their college, or for opportunities to mentor/informally supervise project students, part III students or PhD students. (information from the Careers service – Requires Raven password)

## TRAVEL

### University Travel information

[www.admin.cam.ac.uk/offices/em/travel](http://www.admin.cam.ac.uk/offices/em/travel)

General travel information and University policies on travel.

**Uni4 bus line** [www.environment.admin.cam.ac.uk/what-are-we-doing/travel/bus-services-and-support](http://www.environment.admin.cam.ac.uk/what-are-we-doing/travel/bus-services-and-support)

The University subsidises the Uni4 bus service which runs from Madingley Road Park & Ride to Addenbrooke's Hospital Bus Station, via many University sites.

**University Cycle to Work Scheme** [www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/travel/cambens-cycle-work-scheme](http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/travel/cambens-cycle-work-scheme)

The cycle to work initiative enables employers to lease bicycles and associated safety equipment to their employees through what is called salary sacrifice. More information about cycling in Cambridge is also available on this website.

**University discount on train season ticket** [www.environment.admin.cam.ac.uk/what-are-we-doing/travel/train](http://www.environment.admin.cam.ac.uk/what-are-we-doing/travel/train)

A 10% discount rate on the purchase of train season tickets and bulk buy tickets is now available for staff of the University of Cambridge.

**National Rail Enquiries** [www.nationalrail.co.uk](http://www.nationalrail.co.uk)

**Cambridge Bus Travel** [www.cambridgeshire.gov.uk/info/20017/buses](http://www.cambridgeshire.gov.uk/info/20017/buses)

**The Cambridge Cycling Campaign** [www.camcycle.org.uk](http://www.camcycle.org.uk)

Cambridge Cycling Campaign is a charity run by volunteers. Its aims simply stated are for safer, better and more cycling in the Cambridge area.

## LEISURE & SPORTS

**What's On** [www.admin.cam.ac.uk/whatson](http://www.admin.cam.ac.uk/whatson)

A listing of events open to the public from the University of Cambridge

**The University Centre** [www.unicen.cam.ac.uk](http://www.unicen.cam.ac.uk)

The University Centre offers a wide range of social facilities for University and College staff, alumni and their guests. It includes the Grads Café, the Riverside Restaurant, public computing facilities, the Granta Lounge, a gym and much more.

**Cambridge Sports Centre** [www.sport.cam.ac.uk/facilities/CambridgeSportsCentre](http://www.sport.cam.ac.uk/facilities/CambridgeSportsCentre)

This brand new sports centre contains a vast sports hall, housing two full-size courts for basketball, badminton, boxing, five-a-side football, volleyball, netball and other court games plus much more.

**Living in Cambridge** [www.jobs.cam.ac.uk/living](http://www.jobs.cam.ac.uk/living)

Things to do and see.

**Local secrets** [www.localsecrets.com/cambridge.cfm](http://www.localsecrets.com/cambridge.cfm)

Guide to shops, eat, drink, things to do, hotels and much more.

## MISCELLANEOUS

**Cambridge University and College Union** [www.ucu.cam.ac.uk](http://www.ucu.cam.ac.uk)

The Cambridge University and College Union (Cambridge UCU) deals with issues important to our membership at local and national level. You can join Cambridge UCU if you are in an academic or academic-related post at grade 6 or above; in a research post at grade 5 or above; a postgraduate student intending to work in further or higher education; UCU negotiates nationally on pay and conditions and protecting your pensions, improving conditions for contract staff, and restructuring of grades.

**Cambridge AWiSE** [camawise.org.uk](http://camawise.org.uk)

Cambridge AWiSE is a regional network that brings together women with common interests and act as a source of support, information and inspiration. AWiSE members work both in industry and academia, or are women returning to a STEM career after a break.

## KEY CONTACTS IN YOUR DEPARTMENT

**Plant Science Department**

Dr Katrin Geisler (Lab 220) CRS representative

[kg404@cam.ac.uk](mailto:kg404@cam.ac.uk)

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