

Making the most of your employment with the University of Cambridge

The mission of the University of Cambridge is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence.

Your HR Team



Thuy Niven (x65907)
HR Business Manager

Tracy Brooks (x60343)
HR Adviser

Lisa Clare (x65036)
HR Adviser

Kelly Saunders (x32267)
HR Administrator

HR Services: Who does what

HR School Team

- Partner with Head of School and Heads of Departments/Institutes
- Focus on strategic issues at a School/Department and Institute level
- Lead on School wide initiatives and communications (engagement , change, talent, organisational design/restructures and succession)
- Lead on and provide solutions on complex people issues
- Team leadership

HR Business Manager

- Delivery of operational HR service to the departments/institutes with the School
- Second line contact for departments/institutes – main contact for advice
- Dedicated contact for departments/institutes, with oversight from HRBM
- Management of HR tasks/projects

HR Advisor

HR Administrator

- Comprehensive HR Administration support across the full employee lifecycle
- First point of contact for employee and manager general/process queries
- Provide support on HR related projects / initiatives

Our Aim:

To provide a professional and integrated HR services , that is closely aligned to the School's strategic agenda and supports the School in delivering on its priorities. Work collaboratively with the departments/institutes and school office to enable them to manage all people related matters in an effective and pragmatic inline with best practice.

HR Shared Services:

There are a number of other HR Services that provide specialist advice and support across all Schools and Divisions within the University. If you have any specific queries which require specialist input please speak to the School HR Team in the first instance, and we will work with you and advise on the options available.

Human Resources Division

Specialist Teams

(Occupational Health and Safety, Counselling (staff),
Dentistry, Childcare, Office of Postdoctoral Affairs Pensions)

**Equality and
Diversity**

**Employee
Relations and
Reward**

HR School Teams
(HR Business Manager,
HR Adviser + HR Administrator)

**Personal and
Professional
Development**
(PPD)

HR Projects
(e.g. Staff Survey, HR
Policy Development)

HR Business Services
(Recruitment, TES,, Pay and Grading, CHRIS,
HR Reporting and Analytics)

What the University has to offer

The University's employee benefits package (CAMbens) includes:

Financial benefits- CAMbens Discounts, Local Discounts, CAMbens Savings Account, Payroll Giving, Pensions



CAMbens

Travel benefits - CAMbens Cycle to Work, cycle shop discounts, CAMbens Cars, travel to work loan, train and bus discounts.

Health benefits - Discounted private healthcare scheme, salary sacrifice gym membership scheme for gym on West Cambridge site.

Details of all staff benefits are listed on the CAMbens website at:

www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits

CAMbens Discounts

Access to high street shopping discounts at over 2,000 national retailers:

- Online and telephone discounts
- Cashback on purchases
- Discounted vouchers and reloadable cards



Access the scheme via www.cambensdiscounts.co.uk

ASDA

Save 5%

MARKS &
SPENCER

Save 7%

B&Q

Save 12%

Sainsbury's

Save 5%

Argos

Save 8%

 Expedia.co.uk

Save 12%



Save 10%

 HOMEBASE

Save 10%

Local Discounts

Available from a number of local retailers - just show your University card.

<http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/local-discounts>

Here's just a few:



Up to £4 per hour of standard hourly rates and up to £20 off day and overnight rates



15% discount in store



Preferential mortgage rates



20% discount on any purchase



10% discount

Travel benefits

<http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/travel>



Cycle to Work Scheme – Salary sacrifice bike scheme which enables savings of up to 42% on a bike. Spreads the cost of the bike over 10 months.



CAMbensCars
Powered by Tusker

Cycle shop discounts – Discounts from local bike shops.

CAMbens Cars scheme – Salary sacrifice car lease scheme. All inclusive (insurance, tax, servicing, breakdown cover included).



Travel to work loan – Interest free loan to help spread the cost of annual bus or rail season ticket or the purchase of a bike



Train discount - 10% discount rate on the purchase of train season tickets and bulk-buy tickets.



Uni 4 bus discount – Discounted rate of 90p per journey when you show your University card.



Zipcar discount - self-service pay-as-you-go cars with a discounted joining fee and free driving credit.

Family-friendly policies and provision

<http://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/family-friendly>

- Flexible working policy
- Family Leave policies
- Childcare office
- Nursery
- Holiday playscheme
- Salary sacrifice childcare vouchers
- New policy – Shared Parental Leave

[Link to Childcare office pages](#)



Wellbeing

The University is committed to providing a healthy working environment and improving the quality of working lives for all staff.

Wellbeing can be defined as:

‘Creating an environment that promotes a state of contentment which allows an employee to flourish and achieve their full potential for the benefit of themselves and their organisation’

The University’s wellbeing resources can be found at:

<http://www.hr.admin.cam.ac.uk/hr-services/wellbeing>

Wellbeing Resources

These include:

- **Preventing and Managing Stress at Work policy:**

A source of reference material for all staff dealing with stress at work. Prompt action is important: advice is provided to staff and managers as well as an action plan outline.

[Link to Wellbeing - Managing Stress resources](#)

- **Staff Support Services:**

HR contacts, internal mediation service, dignity at work contacts, PPD, E&D, staff counselling, OHS, Safety Office

Wellbeing support – more detail

The Internal Mediation Service provides a supportive structure for employees to resolve interpersonal difficulties and restore positive and productive working relationships.

[Link to Mediation Service](#)



The Dignity at Work Service is a confidential support service committed to protecting the dignity of all members of the University community in their work and their interactions with others.

[Link to Dignity at Work resources](#)



Equality and Diversity section seeks to engage all University members in promoting a positive and fully inclusive work and study environment.

[Link to E&D homepage](#)



Wellbeing support – more detail

The Staff Counselling Service is available to employees to help address personal or work-related problems away from the work environment.

[Link to Staff counselling](#)

The Occupational Health Service provides support focussed on the prevention of ill health and the promotion of physical and mental wellbeing at work.

[Link to Occupational Health](#)



Thank you

Any comments, questions or
queries?