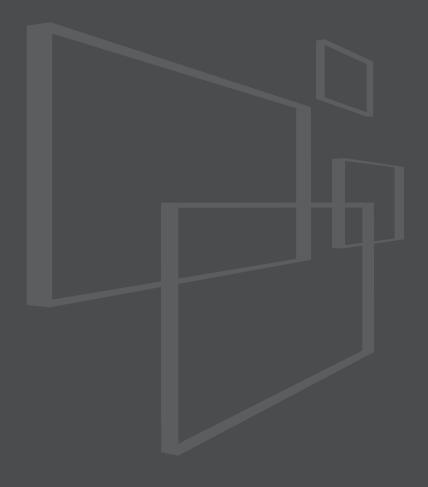


"YOU ARE
JOINING
ONE OF THE
LEADING
ANIMAL
BIOSCIENCE
RESEARCH
ORGANISATIONS
ANYWHERE IN
THE WORLD "



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# WELCOME

# Welcome to the Roslin Institute!

You are joining one of the leading animal bioscience research organisations anywhere in the world, and this is your opportunity to get your post-doctoral career off to a flying start. Postdoctoral research fellows are the life-blood of any research institution and here at the Roslin Institute we recognise the crucial role you play in our success. In return, we are committed to ensuring that your time with us is productive and enjoyable and sets you up for a successful career, wherever you may decide to go in the future.

Many of you will aspire to a career in academic research, and you will see numerous examples of successful academic career development at the Institute, with role models for each stage of the process. Others among you may see your future as working with industry, in a policy role, in science communication, for research funders or in many other careers where your scientific knowledge and research skills are essential and valued attributes. We will support you to explore these options with our many and varied research partners and – in some cases – with financial support from specific career development schemes.

I hope this handbook will help you to settle in quickly to your new life at the Roslin Institute and I am very grateful to the Career Development Committee and the Postdoc Committee for putting it together. This is intended to be a "living document" that will evolve over time. If you have any comments or suggestions for improving it, or if you notice anything that is wrong, outdated or misleading, please let us know.

In the meantime, I'd like to wish you every happiness and success in your time with us here at Roslin. I look forward to meeting you soon.

Eleanor M Riley BSc BVSc PhD FRSB FMedSci

Director, The Roslin Institute and

Dean for Research and Professor of Immunology and

Infectious Disease,

The Royal (Dick) School of Veterinary Studies

University of Edinburgh Easter Bush

Easter Bush

Midlothian EH25 2RG director@roslin.ed.ac.uk

Tel: +44 (0) 131 651 9100



"To become a postdoctoral fellow is the first stage of your career as researcher. However, it can be very overwhelming when you start working in a place you do not know and with people you have never met before. Here at Roslin, the Career Development Committee and the Roslin Postdoctoral Committee work together to ensure all postdoctoral researchers fully develop their capabilities and get the maximum out of their experience. This guide is a joint effort between the Postdoctoral Committee and the Career Development Committee, and has been put together by postdocs for postdocs. Whether you are in your first postdoctoral position or you are already a senior postdoc, we are here to help you. Welcome to the Institute and we hope that you will have a great time".

**The Roslin Postdoctoral Committee** 







# SETTLING IN EDINBURGH

The University of Edinburgh provides support and information to all students and staff when settling in Edinburgh. This covers a wide range of both cultural and practical information. Of particular interest to those working in the UK are the payment of taxes, immigration restrictions and the necessity of a National Insurance Number. (1) Furthermore, the International Staff Office offers help to international staff for Tier 2 Visa applications and Indefinite leave to remain. The university offers interest free loan of up to £10,000 also to pay for Tier 2 visa fee or ILR (2). The details and person in charge is Sarah Hoey, International Staff Adviser (staffvisahelp@ed.ac.uk).

# TAXES AND PAYSLIPS

Taxes are automatically deducted from your payroll every month and, at the end of every tax year, staff will receive a P60 form summarising the total income and tax deductions for the year. Since December 2016, monthly payslips and P60 forms are electronic, and can be accessed via employee self-service (3, 4).

# NATIONAL INSURANCE NUMBER

Every UK worker needs to have a National Insurance Number (NI No.). This is your personal account number that records any National Insurance and income tax payments you make, and staff need to get it as soon as possible or even before they start working. Contact Human Resources or the Departmental assistant for advice on how to find out your NI No (5).



# **BANK ACCOUNT**

If you do not have a UK bank account yet, you will need to apply for one. Most banks provide basic accounts, but you will need to show proof of ID, employment and address. These basic accounts can be upgraded later (usually after 6 months) to a more advanced account to allow the use of credit/debit cards, but they are enough to be able to pay your rent, to receive payments and for direct debits (6, 7).

- 1. www.ed.ac.uk/human-resources/jobs/working-with-us/relocation-support
- 2. www.ed.ac.uk/global/immigration/contact-international-staff-adviser
- 3. www.ed.ac.uk/finance/for-staff
- 4. www.ed.ac.uk/human-resources/business-systems/self-service
- 5. www.gov.uk/apply-national-insurance-number
- 6. www.ed.ac.uk/human-resources/jobs/working-with-us/relocation-support/moneymatters
- 7. personal.rbs.co.uk/personal/current-accounts/compare-current-accounts/basic-account/apply.checkParam.html



# ACCESS TO EASTER BUSH CAMPUS

Bus: The easiest way to travel to The Roslin Institute is by bus. Lothian buses 15/X15, 37, X47 and 67 serve the Easter Bush Campus directly, with a bus stop just outside the Veterinary School. A single adult ticket costs £1.70 (price correct at 1st June 2018), and the exact amount needs to be provided. Other payment options include weekly or monthly Ridacards that can be paid by direct debit, in authorised providers or via a smartphone app (1, 2, 3, 4, 5).

A bus tracker smartphone app provides information on routes and schedules (6). Similarly, tracking information can be viewed online for the routes from Easter Bush to Edinburgh (7) and Easter Bush to Penicuik (8).

Car: The Roslin Institute and the Vet school both have car parks. Users must apply for a free parking permit. This can be done online following the instructions in the following link (11). Contravening the parking regulations will lead to a parking charge notice of £60 (9, 10). No permit is required to park between 17:00 and 9:00 or during the weekends.

Visitors and Contractors should park in marked visitor car park areas, which are signposted from the road through the campus. In addition, visitors should register their vehicle with the Reception located at the entrance of the building they are visiting.

**Cycling**: The Roslin Institute provides several facilities for cyclists such as showers and parking facilities. However, please keep in mind that the roads leading to the Campus are busy with fast moving traffic. Cyclists on campus can be contacted via the Easter Bush Bicycle User Group for general information and may be able to assist you to plan your journey (12, 13).

# REGULAR INDUCTIONS AT THE ROSLIN INSTITUTE

Human Resources organise an induction session every two weeks for all new starts working at the Roslin Institute. This covers everything from health and safety to flexible working and a lot in between. These are advertised by a roslin-all email so make sure you are added to the email list as soon as you start.

# **BUILDING ACCESS AND WORKING HOURS**

require your staff card and PIN for this.

You will need a staff card to access the building as well as the library and printers. Staff are expected to carry the staff card in a visible manner. If you did not receive an application form with your contract, you may receive one on your start date, and together with it you can provide a photo for the card. Most cards are produced within two working days, but it can take up to two weeks. In the meantime, you can get a visitor pass from Reception (14).

If you have not received your card application form within two days of taking up the post, please contact Card Help Desks following the above link or Human Resources.

Normal working hours are between 8:00 and 18:00 Monday to Friday. As part of the Inclusive Meetings Guidance, recommended core hours for meetings and group activities like seminars are from 10:00 to 16:00 in recognition of the distance people travel to work and to allow for dropping children off at school and pickup from after school activities or for other caring responsibilities. Staff requested to

attend meetings out of core hours can request the meeting times to be changed if they conflict with caring responsibilities. This is flexible, as it may be possible to hold group meetings outside core hours if this fits

with all attendees' work schedules. During normal working hours staff must enter and exit via the revolving doors at reception. It is also possible to enter and leave the building via the basement door at the back of the building but you will



# **OUT OF HOURS ACCESS**

Additional permission is required to access the building outside normal working hours. In order to apply for this permission, you must complete the "Working Out of Hours health and safety" form and return it to the Health and Safety Team. Furthermore, an additional "Out of Hours Authorisation" form is required by Human Resources, which must be signed by the line manager (15, 16).

During Out of Hours time, the building must be accessed/left via the side door near Stores, using the staff card and PIN. The main entrance of the Institute is closed after 18:00.

# **EATING ON CAMPUS**

On the Easter Bush Campus there are two main cafes: Dolly's at The Roslin Institute and The View, at the Veterinary School. Both offer a wide range of food and drinks as well as daily menus with a main dish and a vegetarian alternative, as well as vegan and gluten free options (17).

Dolly's opens from 8:30 to 16:00, serving hot meals between 12:00 to 14:00, while The View opens from 7:45 to 16:30. Both cafes are partners of upaychilli, the cashless catering scheme from the University of Edinburgh, which offers discounts and promotions and a loyalty scheme and allows you to pay with your staff card or mobile (18).



- 1. www.lothianbuses.co.uk/tickets/ticket-options
- 2. www.lothianbuses.co.uk/timetables-and-maps/timetables/15
- 3. www.lothianbuses.co.uk/timetables-and-maps/timetables/37
- 4. www.lothianbuses.co.uk/timetables-and-maps/timetables/X47
- 5. www.lothianbuses.co.uk/timetables-and-maps/timetables/67
- 6. www.lothianbuses.co.uk/apps
- 7. mybustracker.co.uk/?module=BTTimeConsult&mode=busStopQuickSearch&busStopCode=64323458
- 8. mybustracker.co.uk/?module=BTTimeConsult&mode=busStopQuickSearch&busStopCode=64323459
- 9. www.ed.ac.uk/transport/parking/staff/types-costs/eb
- 10. www.docs.csg.ed.ac.uk/EstatesBuildings/Transport/Policies/UoE\_ParkingRegulations.pdf
- 11. www.ed.ac.uk/transport/parking/staff/how-to-apply/easter-bush
- 12. www.ed.ac.uk/transport/cycling
- 13. www.wiki.ed.ac.uk/display/BCEC/Bicycle+Committee+EB+Campus+Home
- $14. \quad www.ed.ac.uk/information-services/help-consultancy/card/getting-first-card/first-staff-card$
- 15. intranet.roslin.ed.ac.uk/intranet/safety/
- 16. intranet.roslin.ed.ac.uk/intranet/hr/forms/access-authorisation.doc
- 17. www.accom.ed.ac.uk/for-students/our-caf%C3%A9s/easter-bush-campus/
- 18. www.accom.ed.ac.uk/for-students/our-caf%C3%A9s/upaychilli/





Infection and Immunity:

# ORGANISATION OF THE ROSLIN INSTITUTE

The research of the Institute is organised into three main Divisions: Developmental Biology, Genetics and Genomics and Infection and Immunity. A Clinical Sciences group is also present. The group you join will be part of one of these divisions. The research is very well supported by the operations team, many of whom work within the building. Each division has secretarial support (the divisional assistants or "DAs") who can particularly help with travel bookings. Listed below are the Heads of Division and the Divisional Assistants:

helen.sang@roslin.ed.ac.uk Developmental Biology: HoD: Prof. Helen Sang Mrs. Suzanne Smith suzanne.smith@ed.ac.uk DA: HoD: Prof. Mick Watson mick.watson@roslin.ed.ac.uk Genetics and Genomics:

DA: Mrs. Liz Brown liz.brown@roslin.ed.ac.uk Prof. Paul Digard paul.digard@roslin.ed.ac.uk HoD:

Mrs. Lisa Cormack lisa.cormack@roslin.ed.ac.uk Clinical Sciences: Prof. Richard Mellanby richard.mellanby@ed.ac.uk

DA:

# POSTDOCTORAL AND CAREER DEVELOPMENT COMMITTEES WITHIN THE ROSLIN INSTITUTE

The Roslin Institute Postdoctoral Committee: The Postdoc Committee (1) aims to support and develop the postdoc community at The Roslin Institute and the Easter Bush Campus by organising activities to facilitate career development and by promoting social interaction. This Committee is formed by two representatives of each division and maintains a permanent contact with the Career Development Committee. All postdoctoral staff can talk to their divisional representatives for any suggestions/questions they have about career development and social life within the Institute. In addition, emails with suggestions or questions can be addressed to (EB.Postdoctoral.Committee@ed.ac.uk).

The Roslin Institute Career Development Committee: The Career Development Committee (CDC) includes representatives of all the different research stages at The Roslin Institute such as PhD students, Postdocs, Career Track Fellows and senior academic staff. It aims to support career development of academic staff by providing Institute-based support in addition to the training and career support provided by the University of Edinburgh (2).

Among other policies, the CDC is an active supporter of equality and diversity amongst staff and works to deliver the aims of the Athena SWAN charter for gender equality in scientific careers. Indeed The Roslin Institute was recently awarded an Athena SWAN gold award and has contributed to an open access book about gender equality in higher education. Please contact Dr. Vicky MacRae (vicky.macrae@roslin.ed.ac.uk) for further information about the CDC.

Other committees, such as the Equality and Diversity Committee (3), are also present to support staff and students at The Roslin Institute. Postdoctoral staff can become part of these committees as divisional representatives.

### MENTORING SCHEME

The University of Edinburgh, together with the Institute for Academic Development (IAD) and the University's central HR services (UHRS), co-ordinate a mentoring scheme called "Mentoring Connections" aimed to offer experience and quidance for both career development and work-life balance. Mentors and mentees are matched across the University and even outside the University, as it can always be useful to have a mentor from a different background to provide new perspectives (4).

Similarly, The Roslin Institute, as a department within the University of Edinburgh, actively supports the careers of postdoctoral scientists through mentoring during their tenure at the Institute. The Institute's bespoke mentoring process is complementary to the career development and appraisal processes already in place at Roslin and the University of Edinburgh. Thus, in addition to their line manager, postdocs have the opportunity to benefit from having a further senior member of staff as a mentor through this scheme (contact Dr. Adam Balic (adam.balic@ roslin.ed.ac.uk) for further information).

# PROFESSIONAL AND ACADEMIC DEVELOPMENT

Staff are encouraged to make use of the wide range of opportunities provided by the Institute to develop their professional skills and increase their knowledge in a range of fields related to their careers. Although your line manager's approval is required, the Institute Senior Management Group advises a minimum of 5 training days a year for all postdoctoral researchers. Several training courses, many of them free, are provided both within and outwith the University (5). Furthermore, there is regular online training for all staff to undergo, and staff members are encouraged to take part in public engagement activities together with the Easter Bush Science Outreach Centre (see Research Transfer and Knowledge Exchange section).

The Roslin Institute organises weekly seminars with external and internal speakers. Staff members are highly encouraged to attend to these seminars on Wednesdays and Thursdays.

The CDC organises several events and training activities to support staff development within the Institute. These include a "Grant Writing Course" developed by senior academic staff and an annual "Coaching for Success" programme. Examples of recent events and workshops organised in support of career development can be found at (6).

The Institute of Academic Development (IAD) provides courses to support academic development as well as increase professional skills such as writing research proposals, peer reviewing of manuscripts, management of scientific groups, and others. These courses are the main source of support for development of transferable skills and many receive very positive feedback. Although most of these courses are held in town, the CDC is currently working with the IAD to bring some of these courses to the Easter Bush Campus (7), including "Making the most of your postdoc – strategies for independence" which will be run on campus approximately once a year.

# FUNDING FOR ACADEMIC DEVELOPMENT – COURSES AND CONFERENCES

Although many of the courses provided by the CDC and IAD are free of charge, there are other courses offered both within and outside the University which have costs associated with them. In these cases, the Institute has a budget for courses, including specialist technical training courses related to your career. This budget is administered by HR and processed on a case-by-case basis. More information can be found at (8).

Whilst this funding covers attendance at training courses, no funding is provided to attend conferences, however it is likely that travel funds will be provided by the grant supporting your project. In addition, several Societies provide travel funds. Therefore, staff are encouraged to join any relevant societies in order to become eligible for their travel grants (9, 10, 11, 12).

# FUNDING FOR ACADEMIC DEVELOPMENT – PARENTAL SUPPORT

The Institute, in line with its family-friendly policies, provides extra support for parents/carers who attend work related conferences/training events. This may include any additional home-based childcare or travel expenses for a relative to provide care up to a maximum of £400 per applicant. For details on all these policies, please see the "Support for Parents" booklet and contact HR in case of any doubt (13).

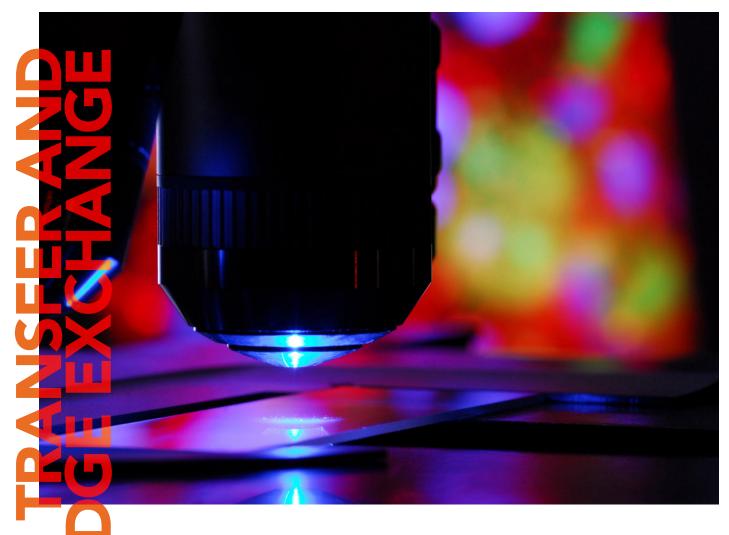
### TRAVEL INSURANCE

Staff members are required to have travel insurance before traveling to any conference or course. In order to get your travel insurance please contact your divisional assistant to arrange it (14).

# ANNUAL PERFORMANCE AND DEVELOPMENT REVIEW (APPRAISAL)

Every member of staff has to perform an Annual Performance and Development Review from January to March where the current progress and goals for the next year are reviewed together with the supervisor. It is also a formal time to discuss the training needs and career aspirations (15). Compulsory online training is also required before performing the Annual Review and will be regularly advised via email by Human Resources.

- 1. intranet.roslin.ed.ac.uk/intranet/support/postdoc-committee
- 2. www.ed.ac.uk/roslin/working/career-development/committee
- 3. www.ed.ac.uk/roslin/working/benefits/equality-diversity
- 4. www.ed.ac.uk/human-resources/learning-development/other-development-options/mentoring-connections
- 5. www.ed.ac.uk/human-resources/learning-development
- 6. www.ed.ac.uk/roslin/working/career-development/events
- 7. www.ed.ac.uk/institute-academic-development
- 8. intranet.roslin.ed.ac.uk/intranet/hr/working-at-the-institute/training-and-development.html
- 9. www.genetics.org.uk
- 10. bsas.org.uk
- 11. bsdb.org
- 12. microbiologysociety.org
- $13. \quad www.ed.ac.uk/roslin/working/benefits/support-for-parents-booklet$
- $14. \quad www.ed.ac.uk/staff/business-travel/travel-health/travel-health-insurance$
- 15. www.ed.ac.uk/human-resources/about/in-colleges/medicine-vet-medicine/p-and-d-r



# RESEARCH FUNDING OPPORTUNITIES

There are several opportunities to apply for research funding to continue or expand your current project while working in the Institute or planning for a new contract/post. The Research Administration and Communications team sends the "Roslin Matters" newsletter every two weeks via email, with plenty of information regarding funding, fellowships, events and other opportunities. This information can also be found on the Research Administration pages on the Intranet (1).

Staff on grade 7 or below are unlikely to be entitled to be the main applicant for a research project application unless applying for particular types of grant/fellowships (eg: BBSRC Discovery Fellowships). If you want to apply for a fellowship to continue working at The Roslin Institute it is advised that you discuss this with your Head of Division before developing your plans. There is an ad hoc Fellowship Application Support Committee that will be established to help individuals applying for fellowships (whether they plan to hold them at the Institute or elsewhere). The committee will recruit appropriate Principal Investigators, review applications and set up mock interviews (2). Dr. Florence Gohard (florence.gohard@roslin.ed.ac.uk) can be contacted for further information.



# RESEARCH OUTCOMES – PUBLIC AND INDUSTRY ENGAGEMENT

Public and Industry engagement is key to several national and international research projects and postdoctoral staff are strongly encouraged to get involved and increase the impact of their research.

The Roslin Institute has an active and varied programme of public engagement activities, including an annual Campus Open Day, participation in local and national science festivals and events, and work with schools and science teachers. The Institute Public Engagement Officer Nicola Stock (nicola.stock@roslin.ed.ac.uk) can provide support and advice for any potential activity related to public engagement (3). The Easter Bush Outreach Centre (EBSOC), a teaching laboratory, (5) is situated in the Roslin Innovation Centre next to the Roslin Institute building and postdocs are encouraged to participate in the outreach activities carried out here. The Roslin Innovation Centre also provides a space to interact with the companies based there to develop collaborations and look for future job opportunities (6).



"Roslin reporters" is an Institute initiative to enhance science communication and allows the opportunity to work closely with the Research Communications Team to write news stories for the website, newsletters and other media. Depending on how much time you can commit, you can help by identifying research highlights, writing news stories about your Division's work, summarising news stories on popular platforms and/or sending pictures of your science or of Roslin scientists at conferences to communications@roslin.ed.ac.uk (4).

# RESEARCH OUTCOMES – OPEN ACCESS PUBLICATIONS

The four main UK higher education funding bodies (Research England, the Scottish Funding Council, the Higher Education Funding Council for Wales and the Department for the Economy, Northern Ireland), announced an Open Access policy in the Research Excellence Framework. Therefore, the University of Edinburgh encourages submission of journal articles and conference proceedings to journals that support Open Access. The University of Edinburgh provides funds to cover the costs of Open Access publications through the RCUK Open Access Publication Fund and the Charity Open Access Fund (7).

# **RESEARCH OUTCOMES – PURE**

PURE is the University's Research Management Information System. PURE holds information related to research staff and their publications, projects and activities, providing a broad picture of the research activity at all levels. Every member of staff is provided with a PURE profile and is expected to keep it up-to-date. Every new accepted publication must be added to the PURE records within three months of the date of acceptance.

PURE is also used to populate the Edinburgh Research Explorer platform, which provides a public view on the University's research activity. Individuals are also able to access data held in PURE to feed information into their own local web presence, such as publication lists and staff profiles (8).

- 1. intranet.roslin.ed.ac.uk/intranet/research-admin/funding/
- 2. www.ed.ac.uk/files/atoms/files/grade-profiles\_updated\_april\_2016\_v.2.pdf
- B. www.ed.ac.uk/roslin/community-engagement
- 4. intranet.roslin.ed.ac.uk/intranet/support/comms/reporters/
- 5. www.ed.ac.uk/easter-bush-campus/science-outreach-centre
- 6. www.roslininnovationcentre.com/
- 7. www.ed.ac.uk/information-services/research-support/publish-research/open-access
- 8. www.ed.ac.uk/information-services/research-support/research-information-management/pure





# SOCIAL LIFE AND WELL-BEING AT THE ROSLIN INSTITUTE

As part of a healthy work experience, The Roslin Institute is committed to provide and support events to enhance social interaction among all staff members. In order to do so, there are several committees such as the Postdoctoral Committee, the PhD Student Committee and the Easter Bush Society (EBS) interacting and promoting social gatherings (1).

The Centre for Sports and Exercise has a gym on campus and offers discounted memberships to University staff (2). Yoga, pilates and high intensity 'metafit' classes are also provided on campus. You can subscribe to the mailing list by emailing EBCampusWellbeing@ed.ac.uk or by following their facebook page (3).

In addition, the University of Edinburgh offers regular Mindfulness events including meditation, Tai-Chi and Yoga (4). There are also numerous running routes around the Easter Bush campus and in the nearby Pentland Hills.

# **EASTER BUSH CAMPUS APIARY**

The apiary was established in 2015 primarily to facilitate research on honey bees and to contribute towards sustainability by enhancing pollination on campus. The project has since developed to help promote well-being on campus by providing the opportunity for all members of the campus to help manage honey bee colonies during their lunchtimes or after work. In order to join the campus apiary, it is necessary to take the Campus Beginners Beekeeping course that is held in May each year. Because of increasing public interest and concern for honey bees, the apiary has been very active in the public engagement activities of the Roslin Institute. Contact: Dr. Mark Barnett (mark.barnett@roslin.ed.ac.uk)



# EASTER BUSH CAMPUS VEGETABLE GARDEN

The campus vegetable garden is open to staff and students interested in growing and harvesting fresh produce. Plots are maintained with a communal area open for all to lend a hand in maintaining them as well as the communal area (e.g. shed maintenance, herb garden, path upkeep). For further information, contact:

Ms. Sharon Boyd Email: sharon.boyd@ed.ac.uk

You can also subscribe to the mailing list for more details: vet\_veg\_garden@mlist.is.ed.ac.uk

- 1. www.eusa.ed.ac.uk/societies/society/EBAS\_SOCIETY/
- 2. www.ed.ac.uk/sport-exercise
- 3. www.facebook.com/EBwellbeing/
- 4. www.ed.ac.uk/chaplaincy/wellbeing-and-mindfulness/mindfulness-and-wellbeing-regular-events



# The Roslin Institute

The University of Edinburgh Easter Bush Campus Midlothian EH25 9RG

www.ed.ac.uk/roslin