



SUPPORTING YOUR
PROFESSIONAL JOURNEY

**Centre for
Research Staff
Development**
2018-20

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THE CENTRE FOR RESEARCH STAFF DEVELOPMENT

provides support for research staff to achieve their potential, before, during and after their time at King's, with active support from the most senior staff in the university. **Research Staff at King's** are postdoctoral staff, research assistants, technicians and teaching fellows, in fact all those other than PhD students who are engaged in research and who do not yet have an independent, permanent academic or managerial position.



We work with you and on behalf of you at King's in several ways.

COMMUNITY We facilitate and support an active, engaged research staff community and ensure there are opportunities for you as researchers to contribute to how King's operates.

CAREERS We encourage you as research staff to consider and prepare for your future career throughout your contract. We have qualified careers consultants on the team to assist you with your career plans, whatever they may be.

COURSES We deliver professional workshops and events that enhance your skills and improve your understanding of how best to approach your future.

COMMUNICATIONS We provide high quality, timely information regarding opportunities within and outside of King's and information about what is happening in the Higher Education sector more generally.

CONCORDAT Your professional development at King's is influenced by the Concordat, a national agreement that sets out standards and responsibilities of the university and researchers. King's aims to exceed these standards.



We are delighted to welcome you to the Centre for Research Staff Development.



AS PART OF KING'S STRATEGIC VISION 2029 we committed to building a high performance culture across King's through fostering individual and team successes in the context of the institution's ambitions. This involves investing in the future of our staff so that they can flourish professionally and feel respected, valued and challenged to be at their best. One of our investments is in you, our research staff community. I have been especially pleased to see how the Centre for Research Staff Development (CRSD) has grown and developed since it was opened two years ago and the amount of support it has provided you, both through developing policy and by providing professional development opportunities. It is with pleasure that I endorse the forthcoming years and the CRSD's activities.

Professor Ed Byrne AC, President & Principal



THE CRSD IS ALL ABOUT YOU, OUR RESEARCHERS. I recall only a few years ago research staff at King's did not really have a home but the CRSD has filled that gap. This period of your lives can be an insecure time where your future is uncertain. It is important to think about what support you might have. The CRSD provides a nucleus for that. It is great to see the progress that we have made at King's, for example in the extent to which research staff have a much more obvious voice within the community and are more confident about using that voice. If we are to solve the issues that affect your experience as research staff at King's we need to be able to hear you and the CRSD is one way of raising those issues and working towards the solutions.

Professor Reza Razavi, Vice President & Vice-Principal (Research & Innovation)



THE CRSD HAS BEEN IN PLACE NOW FOR JUST OVER TWO YEARS. During that time we have been getting to know you and others at King's who are as passionate about supporting you in your professional journey as we are. This has been hugely encouraging for us in our work towards ensuring that you have the opportunity to reach your potential and develop yourselves to the highest standard of professional excellence, whatever your career choice. The last two years have seen many advances at King's in this area with the Research Staff Representative Committee being reformed, the launch of our leadership programmes and the renewal of the HR Excellence in Research Award. We look forward to continuing to work with you.

Dr Kathy Barrett, University Lead on Research Staff Development

How we support your professional journey

King's is committed to providing you with the best environment in which to carry out your research and ensure you are equipped as well as possible to make the most of your abilities and potential.

While you are at King's we encourage you to engage with your own professional development in as many ways as possible from the time you arrive and beyond your last day. We will support you in a number of ways. These are outlined on the next page and provided in more detail in subsequent sections.

A professional career in academia is about more than research! While your research output is undoubtedly important, there are other, sometimes less obvious, issues that also need consideration. If you are considering a future outside of the academic environment

these are even more important. We aim to assist you in identifying and addressing these issues.

In the centre of this brochure (pg 16) you will find a typical professional journey. It describes the questions you should be asking yourself and the support we provide. This support is highlighted throughout the brochure and on our webpages at internal.kcl.ac.uk/crsd



COMMUNITY

- > 2,000 research staff
- > 15 research staff networks
- Contribute to university policy
- Have your say in what we offer
- See page 8

CAREERS

- On site careers consultants
- Careers workshops & webinars
- Opportunities to meet future employers
- See page 24

COURSES

- Variety of professional development courses
- Face-to-face and online options
- Provide 'pop-up' workshops across campuses
- See page 25

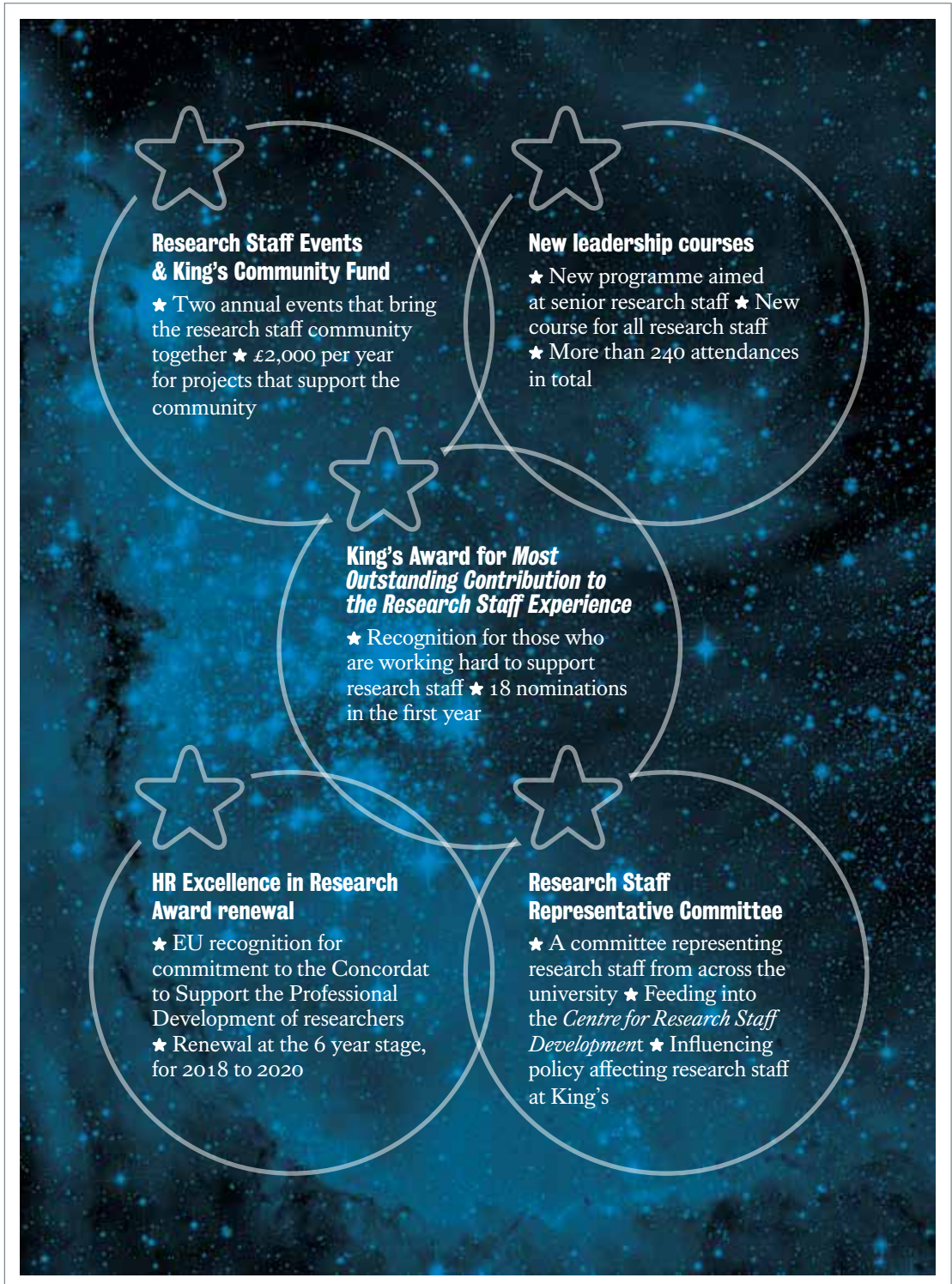
COMMUNICATIONS

- From you to us and us to you
- Through research staff networks
- Emails, social media and websites
- See page 28

CONCORDAT

- Commitment to your professional development
- National framework
- High professional standards
- See page 29

Achievements 2016-18



I am the Research Assistant Representative for the RSRC and Co-Chair of the IoPPN Pre-doctoral Research Network, which connects pre-doctoral researchers with networking and development opportunities. I aim to be at the forefront of advancing research staff equality and ensuring that research assistants are supported.

Alexandra | Research Assistant and Institute of Psychiatry, Psychology & Neuroscience Research Staff Representative

Research Assistants are a vital part of King's research community.

Community

At King's there are upwards of 2,000 research staff. By engaging with this community you can find ways in which to support yourself both during and beyond your time at King's.

You can engage simply by being a good colleague or by contributing more actively to the community and the wider university. This will expand your experience and provide a greater understanding of your own capabilities and attributes.

We actively support research staff networks that operate across King's, both at faculty and divisional level. The following pages describe these networks. You will also find throughout the brochure some of the people who play a lead role in them.

Research staff are represented on decision-making committees at every level of the

university from central university committees through to Faculty and departmental research committees. From time-to-time King's solicits your opinion through surveys (the main survey is the Careers in Research Online Survey) and consultations on university policy (for example the recent Our Principles in Action Policy). These are your opportunities to have your say about how King's provides the best environment for you to carry out your research.



Research Staff Event & King's Community Fund

This annual event is a fantastic opportunity for you to network with research staff colleagues from all disciplines across the university.

You will hear about how different departments can support you during your time at King's. Each year, we have different themes, such as *Getting Your Voice Heard* and *Taking Charge of Your Future*. These themes link to workshops and activities that we host through the day with expert facilitators. Whether you are new to King's or have worked here for many years – we strongly encourage your attendance at this event to hear about how the Centre is supporting you and to get to know your research staff colleagues.

The King's Community Fund was set up to support projects that enhance the opportunities for you as research staff to

engage with each other and build your community. It is run as a formal grant scheme with competitive application and a reporting system. This provides you with the opportunity to gain experience in small grant applications and also in broadening your perspective of how a university works, both valuable items to add to your CV! Each year is themed with the theme connected to that of the Research Staff Event. The application deadline is within 2 months of the event and information is posted on our website.



I believe it is essential that we develop and maintain a research staff community whereby the research experience and career development of researchers can be enhanced. As part of the RSRC I aim to encourage career progression avenues for research staff at King's.

**Liz | Postdoc & Dental Institute
Research Staff Representative**

King's offers support and resources to help you plan your professional future.

Research Staff Representative Committee (RSRC)

The Research Staff Representative Committee is a university-wide committee that represents research staff across King's and their concerns.

It is comprised of central and faculty representatives that represent the diverse range of roles that research staff work in, including Post-Docs, Teaching Fellows, Research Assistants, and Technicians. The RSRC feeds into the Centre for Research Staff Development and has representation on the CRSD Oversight Group and the College Research Committee to uphold the support that King's offers research staff. The RSRC's work also informs various other committees, including Faculty Athena SWAN committees, research committees, and the UK Research Staff Association. To learn more visit **internal.kcl.ac.uk/crsd**



I am Chair of the Research Staff Representative Committee (RSRC). The RSRC aims to be the voice of research staff by representing their views and influencing policy to actively improve their work environment, so that King's becomes an even better place to work at.

Martin | Postdoc and Chair of the RSRC

The RSRC represents the research staff community across King's.

Research Staff Networks

There are an increasing number of research staff networks (RSNs) and societies, running a wide range of social, information-giving, training, and/or research-focused activities and events.

We work with these networks by assisting in planning events, sourcing employers, and running professional development workshops and in consultation to ensure the opportunities we provide are appropriate for you.


There are many diverse groups of research staff across different campuses at King's. Each

one may have different career development needs. Within some faculties, there are department-specific research networks that host bespoke events and provide a voice within the larger faculty network. Please go to the faculty webpages to see a list of these networks.

If you would like to get involved in your existing local network or set up a new group please contact your faculty/divisional research staff representative. To learn more visit:

internal.kcl.ac.uk/crsd If your faculty does not currently have a research staff network and you would like to set one up, please contact **amy.birch@kcl.ac.uk**





My experiences have helped me identify common challenges research staff face in academia and I would like to support them in overcoming these challenges. I'm also keen to identify hidden issues and believe that communication is key to identify and deal with problems effectively and to maintain areas of strength in our existing network in order to establish a good working environment for research staff.

Ah-Lai | Postdoc and FoLSM Diversity & Inclusion Champion

Promoting awareness about diversity & inclusion is key to fostering a positive research environment.

Research Staff Networks



LIFE SCIENCES & MEDICINE

Our Research Staff Network is an initiative driven by a committee of representatives from each School across our Faculty. Our goal is to represent all research staff and provide support, networking and career development opportunities. **Ana | Postdoc and FoLSM Research Staff Champion**

internal.kcl.ac.uk/crsd



PSYCHIATRY, PSYCHOLOGY & NEUROSCIENCE

We provide a voice to the Postdoc community at the IoPPN. We aim to represent the needs of Postdocs across all departments, to create a fair, supportive and social environment for them to thrive. **Michelle | IoPPN Research Staff Representative**

internal.kcl.ac.uk/crsd

Research Staff Networks



NATURAL & MATHEMATICAL SCIENCES



*Our research staff committee assists NMS research staff in establishing an optimal research environment, career development, and provides opportunities for social and professional networking. **Waqas** | NMS Research Staff Representative*



<http://bit.ly/NMS-ResearchStaffCommittee>



DENTAL INSTITUTE



*Our goal is to create a community where postdocs can share information, get personal support through King's mentorship schemes, and attend events that focus on career development and professional networking. **Elizabeth** | DI Research Staff Representative*



internal.kcl.ac.uk/crsd



SOCIAL SCIENCE & PUBLIC POLICY

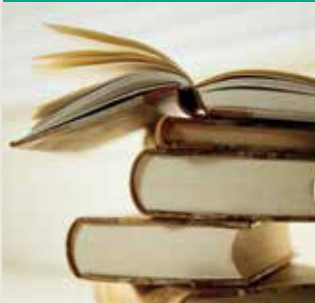


*This network brings together research staff representatives from across SSPP. Supporting transparent communications between researchers and the faculty, it seeks to collectively enhance research conditions, opportunities and participation in decision-making processes. **Jean & Ben | SSPP Research Staff Representatives***

<http://bit.ly/SSPP-ResearchStaffCommittee>



ARTS & HUMANITIES



*We provide a forum for early career staff, including postdocs, teaching fellows and junior lecturers, to enhance access to relevant information, foster a sense of community and support, and implement positive work practices. **Tamsin & James | A&H Research Staff Representatives***

<http://bit.ly/AH-ResearchStaffNetwork>

The Professional Journey

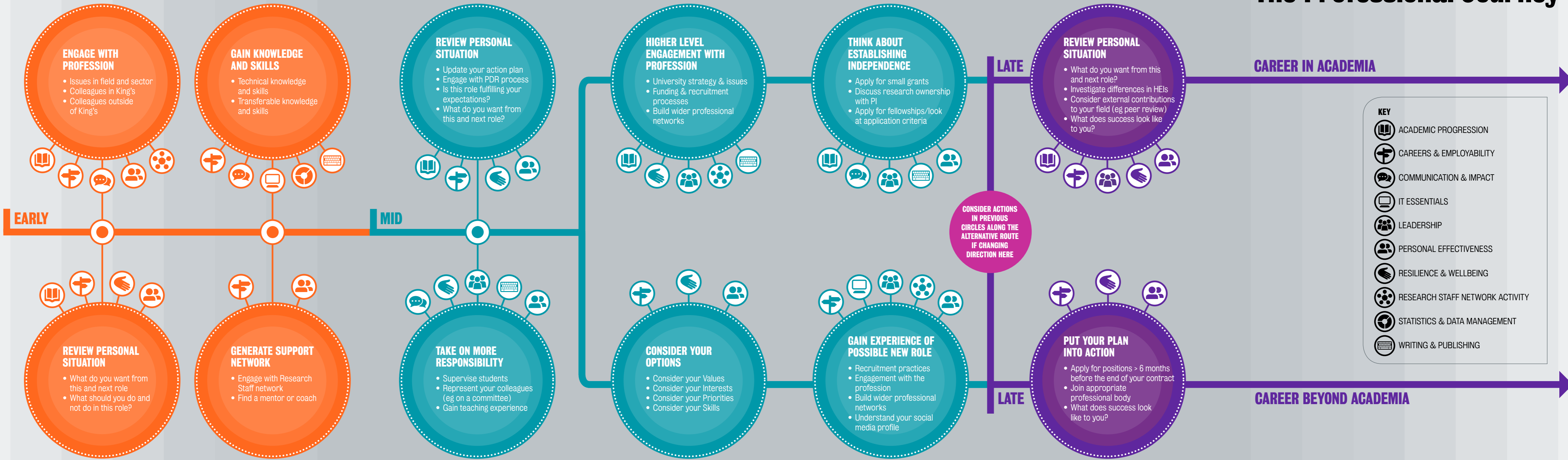
The Professional Journey on the following pages indicates the early, mid and late stages that a typical researcher goes through.

At each stage there are examples of the main milestones we encourage you to consider. By doing so you are likely to increase your effectiveness in your current role as well as in planning for your future, whatever direction you decide to take. Each milestone is accompanied by training and development opportunities we and the networks provide to help you, indicated by the icons

The stages do not represent a fixed period of time. You may experience all three stages within your time at King's or perhaps only experience one at King's and go through the other stages in future roles. To learn more about the training and development opportunities offered see pages 25–26 and/or visit internal.kcl.ac.uk/crsd

The Journey is intended to be a general guide and includes the most common issues encountered by research staff. There are other activities that are too numerous to fit on these pages that you may uncover in your discussions with your colleagues, line-manager and our careers consultants. We encourage you to keep reflecting on your experiences and capabilities as this will enable you to identify other opportunities to get the most from your career.

The Professional Journey



ENGAGE WITH PROFESSION

- Issues in field and sector
- Colleagues in King's
- Colleagues outside of King's

GAIN KNOWLEDGE AND SKILLS

- Technical knowledge and skills
- Transferable knowledge and skills

REVIEW PERSONAL SITUATION

- Update your action plan
- Engage with PDR process
- Is this role fulfilling your expectations?
- What do you want from this and next role?

HIGHER LEVEL ENGAGEMENT WITH PROFESSION

- University strategy & issues
- Funding & recruitment processes
- Build wider professional networks

THINK ABOUT ESTABLISHING INDEPENDENCE

- Apply for small grants
- Discuss research ownership with PI
- Apply for fellowships/look at application criteria

REVIEW PERSONAL SITUATION

- What do you want from this and next role?
- Investigate differences in HEIs
- Consider external contributions to your field (eg peer review)
- What does success look like to you?

REVIEW PERSONAL SITUATION

- What do you want from this and next role
- What should you do and not do in this role?

GENERATE SUPPORT NETWORK

- Engage with Research Staff network
- Find a mentor or coach

TAKE ON MORE RESPONSIBILITY

- Supervise students
- Represent your colleagues (eg on a committee)
- Gain teaching experience

CONSIDER YOUR OPTIONS

- Consider your Values
- Consider your Interests
- Consider your Priorities
- Consider your Skills

GAIN EXPERIENCE OF POSSIBLE NEW ROLE

- Recruitment practices
- Engagement with the profession
- Build wider professional networks
- Understand your social media profile

PUT YOUR PLAN INTO ACTION

- Apply for positions > 6 months before the end of your contract
- Join appropriate professional body
- What does success look like to you?

- KEY**
- ACADEMIC PROGRESSION
 - CAREERS & EMPLOYABILITY
 - COMMUNICATION & IMPACT
 - IT ESSENTIALS
 - LEADERSHIP
 - PERSONAL EFFECTIVENESS
 - RESILIENCE & WELLBEING
 - RESEARCH STAFF NETWORK ACTIVITY
 - STATISTICS & DATA MANAGEMENT
 - WRITING & PUBLISHING

I am interested in addressing the challenges created by precarity in academic employment. I have worked on several fixed-term research and teaching contracts at King's and am keen to identify and expand opportunities to provide support and security for research staff. **Ben | Teaching Fellow and Social Science & Public Policy Research Staff Representative**

Reps ensure problems are raised with people who can bring about change.

Research Staff Networks

**NURSING,
MIDWIFERY &
PALLIATIVE CARE**



We are a voice for Research Staff within the Faculty, raising issues of importance to Research Staff at Faculty committees and feeding back information.

Emma | Postdoc and FNMPD Research Staff Representative



I am the IoPPN Representative for the RSRC. This role allows me to raise the concerns of research staff in my faculty at a higher level and disseminate the interesting things going on around King's back to my faculty. It has been a great way to find out how King's works and to bring about positive changes!

Michelle | Postdoc and IoPPN Research Staff Representative



Research Staff Networks offer valuable information and organise social activities.

*I am passionate about training and am currently the London and Southeast England regional coordinator for HEaTED, the leading provider of professional development and networking opportunities for all disciplines of technical staff in higher and further education, and related organisations across the UK. **Stephen | Multi-Disciplinary Manager and Regional Coordinator for HEaTED***

Technicians can
access tailored
support through
HEaTED.
[www.stem.org.uk/
heated](http://www.stem.org.uk/heated)

Planning for your professional future

You may already have a clear idea of what the next phase of your career looks like or perhaps you are unsure about what it is you would like to do next. Regardless of where you stand in planning for your professional future, talking your options through with an objective careers consultant or pursuing the additional careers support available can help you structure and solidify your plans.

We offer various services to help you steer your professional future in the direction you want it to go:

- **One-to-one confidential appointments** with our experienced, impartial Careers Consultants. In these appointments you can discuss issues such as next steps after your contract ends, which employers value your skills, maximising your chance of finding a job in academia, interview preparation, CVs and LinkedIn profiles. Learn more about our Careers Consultants on the CRSD Careers page internal.kcl.ac.uk/crsd and visit kcl.targetconnect.net to book an appointment.
- **Workshops & webinars** in areas including knowing your options after your contract has ended, working overseas, preparing effective CVs and job applications, practising for interviews and using social media to boost your professional planning. Please book workshops through SkillsForge <http://training.kcl.ac.uk> and webinars at internal.kcl.ac.uk/crsd
- **Opportunities to work with employers** to learn about possible careers beyond academia, including informal panel discussions. Details about these are regularly included on internal.kcl.ac.uk/crsd, kcl.dothing.com, and the newsletter

Other one-to-one support

Coaching and Mentoring

Coaching and mentoring both provide you with a one-to-one, confidential space, to tackle challenges that you are facing. Coaches and mentors employ similar skills, often acting as a sounding board to help you work out what you want to achieve and how to get there. Typically a coach will work with you on specific short term goals, whereas a mentor, usually someone with experience directly relevant to your interests, may work with you over a longer period. Both coaches and mentors will help you to develop confidence and problem-solving ability.

Trained staff in the Centre for Research Staff Development offer coaching sessions to address topics including workload management, career direction and personal issues. Research content and structure should be discussed with your PI/line manager so will not be covered by our coaches. Email kathleen.dorelli@kcl.ac.uk for further information.

In the 2017 CROS survey, 50 per cent of King's respondents stated that they would like mentoring but were not aware of any schemes; therefore, we created an online Mentoring platform where mentees search for suitable mentors and request pairings. Our pilot launched for postdoctoral researchers in Health Faculties, and will roll out to all faculties and research staff by the end of 2018. Contact amy.birch@kcl.ac.uk for further information. There are also various additional mentoring schemes currently operating at King's. Further information: <https://internal.kcl.ac.uk/staff/experience/wellbeing>

Courses

Helping you fulfil your potential

Research staff are encouraged to take 10 days of personal and professional training each year. We offer a variety of courses and events. These are designed in consultation with research staff to ensure that the programme is a true reflection of your needs.

For inspiration about what might be the most appropriate for you at your current stage we suggest you have a look at the researcher journey in the centre pages.

There are 3 different modes in which we deliver these opportunities. As indicated on the professional journey they are divided into 10 different topics, 9 of which include professional development courses. You will also find these reflected in the courses section of our website internal.kcl.ac.uk/crsd

We can also provide bespoke courses for your department. Please email kathy.barrett@kcl.ac.uk to discuss this.



I'm a former King's Postdoc and am now a Sequencing Sales Specialist at Roche Diagnostics. My current role combines various transferable skills I obtained at King's, from research, communication and management, to working on a human genetic disease as well as Next Generation Sequencing. To be able to apply so much of my past experience into my role at Roche has been very rewarding. **Laurent | former King's Postdoc**

I am the Teaching Fellow Representative for the RSRC and ensure that the views and interests of Teaching Fellows are represented at College level. I support the Committee's aims of increasing the visibility and inclusion of research staff and facilitating career progression.

Tamsin | Teaching Fellow and Arts & Humanities Research Staff Representative



Your voice as research staff is crucial to King's.

Training opportunities

3 MODES OF DELIVERY

- 1** Face to face, interactive workshops
- 2** One-to-one, personalised, confidential sessions
- 3** Online seminars and professional development courses



> 200
face-to-face interactive workshops



> 800
hours of one-to-one appointments



10
online courses & seminars

9 KEY TOPICS



ACADEMIC PROGRESSION – address what is useful to consider and how you might gain experience and knowledge



CAREERS & EMPLOYABILITY – give you the opportunity to think about what you would like from your career and where that might lead you



COMMUNICATION & IMPACT – how to understand others and communicate your message to a variety of audiences, both in your field and the public



IT ESSENTIALS – basic to more advanced knowledge of a variety of packages



LEADERSHIP – equip you to take on leadership responsibilities in different contexts



PERSONAL EFFECTIVENESS – managing time, problems and projects



RESILIENCE & WELLBEING – managing yourself to improve your ability to work with others and maintain a well-balanced approach



STATISTICS & DATA MANAGEMENT – ethics, copyright and analysis packages are some of the issues covered in these courses



WRITING & PUBLISHING – these courses cover citations, open access and effective writing



Online learning & improving writing skills

Online Learning

In addition to face-to-face training, we offer more than 10 self-paced online learning modules through King's virtual learning environment, King's E-learning and Teaching Service (KEATS). Our online modules cover themes such as communication and impact, writing and publishing, and statistics and data management.

Access is provided through KEATS using your King's user account. Log in at **keats.kcl.ac.uk** and search for 'CRSD'. For detailed support please see **keats.kcl.ac.uk**

Please note that our online learning is currently being reviewed and as such, you should expect to see changes and additions to courses throughout the year.

Improve your writing skills

We host two Royal Literary Fund Writing Fellows (2017-18: Harry Ritchie and Sarah Ardizzone) who are both professional writers. They provide assistance with improving and refining writing skills in a range of areas, including:

- research articles & submitting publications
- fluent academic style
- literature reviews
- job applications
- overcoming writer's block
- accurate grammar & punctuation
- summary skills
- correct use of idiom & register

The writing fellows offer one-to-one appointments between 1 and 1 ½ hours on 3 days per week for researchers across all disciplines. Email **harry.ritchie@kcl.ac.uk** or **sarah.ardizzone@kcl.ac.uk** to arrange an appointment.

I am enthusiastic about expanding the opportunities that King's offers research staff. I represent research staff in NMS and support the RSRC with developing forward-thinking policies that are beneficial for both research staff and King's.

Waqas | Postdoc and Natural & Mathematical Sciences Research Staff Representative

Reps can help you meet people in similar roles to you.

Communications

We communicate with you in a variety of different ways.

From you to us

- You have representatives on decision making committees at every level of the university; central, Faculty and departmental.
- We consult the research staff networks (pages 11 to 23) to ensure the opportunities we provide you are appropriate.
- Research Staff Representatives are included in the Centre's Oversight Group
- We are always open to hearing your suggestions and comments. Please email us at research-staff@kcl.ac.uk
- King's solicits your opinion through surveys and consultations on university policy (eg the recent Our Principles in Action policy). These are your opportunities to have your say about how King's provides the best environment for you to carry out your research.

From us to you

- You should receive our weekly newsletter. If you or your colleagues do not and would like to do so please email research-staff@kcl.ac.uk
- Our website internal.kcl.ac.uk/crsd and kcldo1thing.com are useful sources of information about events, careers, funding & training for researchers at King's
- Our blog, Research Staff Community (blogs.kcl.ac.uk/researchstaff), features blog series on various professional and personal development themes that we encourage you to reflect on and engage with. If you have ideas for blog series or would like to write a post, please email nudrat.siddiqui@kcl.ac.uk
- Follow us on Twitter <https://twitter.com/KclCRSD>
- Join our LinkedIn group, King's Research Staff, to start connecting with colleagues across King's and research staff alumni. Join here: <https://www.linkedin.com/groups/12013353>



HR Excellence in Research Award & the Concordat

The European Commission's HR Excellence in Research Award is made in recognition of a demonstrated commitment to the Concordat to Support the Career Development of Researchers. The Concordat outlines a set of key principles which underpin the working conditions and career development opportunities that should be offered to research staff and define the responsibilities of researchers in achieving their own potential.

King's is fully committed to these principles and has held the award since 2012, recently renewing it for 2018-20. The development opportunities offered by the Centre are instrumental to King's support for research staff and aim to fulfil principles 3 and 4 of the Concordat.

Principle 3

Researchers are equipped and supported to be adaptable and flexible in an increasingly diverse, mobile, global research environment.

Principle 4

The importance of researchers' personal and career development, and lifelong learning, is clearly recognised and promoted at all stages of their career.

You can find out more, including the Award action plan, here: internal.kcl.ac.uk/crsd



Staff profiles

DR KATHY BARRETT

UNIVERSITY LEAD FOR RESEARCH STAFF DEVELOPMENT



My role is to manage the CRSD, overseeing the programme of courses and the liaison with research staff networks. I also work with the management of King's to ensure implementation of the Concordat and the HR Excellence in Research Award. I have come to this role from an academic position as a Royal Society University Research Fellow

in the life sciences via being a Careers Consultant for researchers and students at UCL. In both these roles I have been very drawn to ensuring that researchers have plenty of opportunities to develop not only their research skills but also an appreciation of the other requirements for planning a successful career, something I am enjoying continuing at King's.

DR AMY BIRCH

RESEARCH STAFF DEVELOPMENT CONSULTANT



As Research Staff Development Consultant I have key responsibilities in supporting research staff networks and delivering professional development workshops across King's College London. I studied for a PhD in Neuroscience at Trinity College Dublin and then moved to Imperial College London to research the neurobiology of Alzheimer's disease. During this

time, I became a departmental postdoc representative and vocal campaigner for increased support for early career researchers and women in STEMM, contributing to a number of departmental initiatives. This led to my decision to move into my current role at King's supporting your professional development.

KAY DORELLI

RESEARCH STAFF DEVELOPMENT SUPPORT MANAGER



I work alongside the CRSD team and am responsible for the administration of activities to implement the Concordat to Support the Development of Researchers. For 10 years I was employed as the London Hub Manager for UK GRAD which later became known as Vitae. In this role I gained valuable experience of the researcher development landscape. Previously I

was Meetings Manager for the British Society for Immunology for many years and even before that I worked in the university environment. I have worked with research staff at all levels and remain keen to improve their access to, and offer support for, as many high quality development opportunities as possible during their time at King's.

NUDRAT SIDDIQUI

RESEARCH STAFF DEVELOPMENT OFFICER



My role involves keeping research staff informed about relevant opportunities and updates both at King's and within the broader early career researcher community through various communications platforms. I also assist with administrative activities within the CRSD. Prior to joining King's, I worked at the Institute of Ismaili Studies and the University of Alabama where I

supported postgraduate students and faculty. I have always enjoyed working in the higher education sector and interacting with the diverse range of people who work and study within it. I've also found it really rewarding to contribute towards helping these people work towards their goals. I look forward to continuing to do so through the CRSD.

DONALD LUSH

CAREERS CONSULTANT FOR RESEARCH STAFF



I have worked in careers advice and student services in further and higher education for over 20 years as a Careers Adviser, Manager and as an independent Consultant. I joined King's in March 2016 as a Careers Consultant for research staff and PhD students. Prior to that I worked with the Careers, Employability and Enterprise service at the University of Hertfordshire

where I specialised in supporting post-graduate and research students as well as working extensively with Business School and International students. I have extensive experience of working with adult students developing or changing careers and significant experience of working with overseas educational institutions in European Union funded partnerships.

KATE MURRAY

CAREERS CONSULTANT FOR RESEARCH STAFF & ACTING DEPUTY HEAD (CAREERS & EMPLOYABILITY)



My role involves helping people plan their professional future. Our discussions range from getting a job in industry to highlighting research and teaching in job applications. I enjoy meeting the range of researchers who work at King's and learning more about their work here. I also connect with employers who are interested in recruiting our staff, alumni who

have transitioned out of academia and colleagues in similar institutions here and abroad for inspiration and information. My background is in museums and heritage: I ran a National Trust house for several years and worked at a private art history college. Moving into the careers consultant role was a way to more obviously help people.

Frequently asked questions

If these FAQs do not answer your questions please visit internal.kcl.ac.uk/crsd, email research-staff@kcl.ac.uk or call **020 7848 4321**

1. How do I book a place on a workshop?

Please book all workshops through our online booking system, Skills Forge, using your King's user name and password: <http://training.kcl.ac.uk>. Note that workshops are available to book one term at a time. Where an alternative method of booking is used, eg booking an appointment with a careers consultant, or where applications are required, it is clearly indicated.

2. Why can't I get into Skills Forge or courses where applications are required?

- Check that you are using the correct address: <http://training.kcl.ac.uk>
- Check you are using your King's email username and password to log in
- If your username begins with a 'k' try changing the case
- If none of the above work, try resetting your password: internal.kcl.ac.uk/it/support
- If you are still unable to log in please contact the IT Services help desk: internal.kcl.ac.uk/it/support or telephone **020 7848 8888**

3. Who delivers the courses?

Some of our courses are delivered by members of the Centre for Research Staff Development. Other courses are delivered in collaboration with or solely by other individuals or groups from King's or reputable external organisations.

4. How many training days am I entitled to?

- Research staff are encouraged to undertake 10 days of training per year.
- The most important consideration for whether an activity will be suitable is that it has a clearly identifiable development component. Courses involving skills specific to your research or that have no use beyond the end of your project are not considered to be transferable. You are encouraged to discuss your training and development needs at your annual performance development review.



5. What happens if I can't attend a course?

- To withdraw from a course, log in to Skills Forge and cancel your online booking. Please note that you must cancel your booking at least 48 hours before the course is due to take place.
- If you are sick on the day of the course, please contact the CRSD as soon as possible on **020 7848 4321** or email **research-staff@kcl.ac.uk**
- Please note any individual who accrues two 'no shows' will be blocked from booking future courses. A 'no show' is defined as being absent from a workshop without giving the CRSD prior notification. The recording of a 'no show' will be at the discretion of the Centre for Research Staff Development. The block on booking future courses will only be removed once notification is received from your faculty that no future courses will be missed without giving appropriate notice.

6. How can I give feedback?

You can provide feedback by filling out a form on our website (internal.kcl.ac.uk/crsd). Hard copy feedback forms are also distributed at the end of courses. Your feedback is vital to helping us ensure that we deliver high calibre training that is relevant to you. You can also make your views known via the Careers in Research Online Survey (CROS), which is carried out biennially. The next survey will be in 2019.



Top tips from Research Staff Representatives



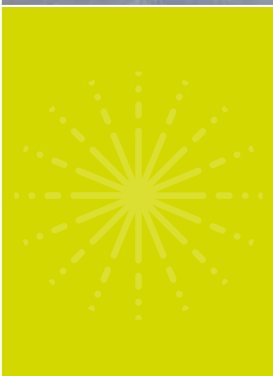
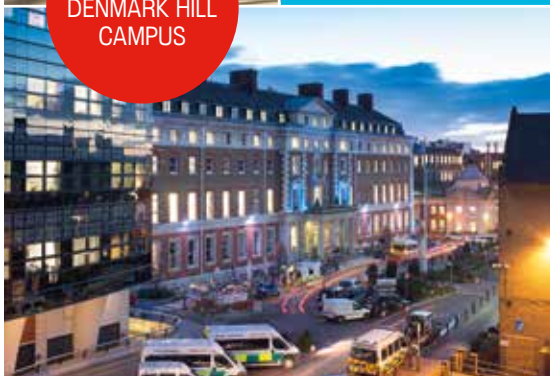
CHECK OUT THESE VENUES NEAR KING'S CAMPUSES

TAKE ADVANTAGE of the different courses on offer. Research staff representatives have reported finding courses such as the 'Personality Types in Research Groups' and 'Steps to becoming a PI' useful.



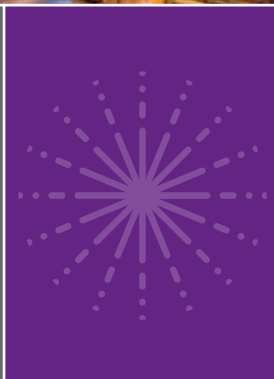
GET TO KNOW the research leads, teaching leads, and major administrators within your department. They are a good first port of call for queries.

THEO'S NEAR DENMARK HILL CAMPUS



DON'T HESITATE to ask for advice or support. Finding a mentor and cultivating a good relationship with them can be a valuable source of support.

TAKE TIME to look at the resources that King's has to offer. It can be hard when there are so many competing priorities but there is a lot of help available to develop your career.



FOOD STALLS NEXT TO JCMB WATERLOO CAMPUS



BOOK AN APPOINTMENT with the Careers Consultants for career support.



BOROUGH MARKET
GUY'S CAMPUS

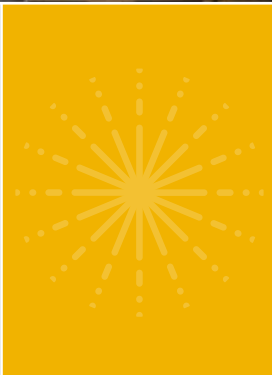


JOIN A COMMITTEE or attend the department socials because all of these are networking opportunities that could help your career development.

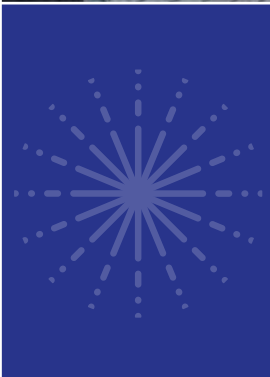


TOM'S DELI
STRAND CAMPUS

GET TO KNOW what is going on in other departments. It's a great way to meet people with overlapping research interests and the potential for collaboration in the future.



2LOVE TEA & COFFEE HOUSE
ST THOMAS' CAMPUS



GET INVOLVED with King's Sport activities. It's a good opportunity to fit in some exercise during your lunch break or after a long day at your desk or lab. kcl.ac.uk/campuslife/sport

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LONDON

Waterloo Campus

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World questions KING'S COLLEGE LONDON



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June 2018

PORTRAIT PHOTOGRAPHY

Jo Mieszkowski
www.jomieszkowski.co.uk
(front cover, p.7, 9, 10
(bottom), 12-15, 21, 22-23,
25, 27, 30-31

Training & development
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