Faculty of Biological Sciences





Profiles of Staff within the Faculty of Biological Sciences

Athena SWAN



Professor John Ladbury



The Athena SWAN charter, established in 2005, recognises commitment to advancing the careers of women in Science, Technology, Engineering, Maths and Medicine (STEMM).

Why did you become a scientist? How did you get to your current position? What problems did you encounter on the way? How did you cope with a career and a family? The answers to these questions (and many others) can help persuade young scientists to take up a career in science. Reading the personal accounts of the Faculty of Biological Sciences (FBS) staff in this booklet demonstrates that there is no defined route to a career in science and that the path can take many different twists and turns. The career portraits highlighted in this booklet should give an appreciation of the different routes staff have taken with their careers in Science, and emphasize that the gualities required to make a successful scientist are diverse. In recognising this, the Faculty wants to provide the flexibility and assistance to enable all of our staff to be successful no matter what direction their journey takes. Engagement with the Athena SWAN mission has educated this Faculty on its approach to career development and provided an understanding of how we can help. I hope that these stories provide the inspiration for many to take 'FOOTSTEPS' into a scientific career in the knowledge that they will be supported by our Faculty commitment to Athena SWAN.

Professor John Ladbury Dean of the Faculty of Biological Sciences As Chair of the Faculty of Biological Sciences Athena SWAN Self-Assessment Team it is my pleasure to write this brief introduction to our 'Footsteps' booklet. The aim of this career profiling project is to highlight the many different pathways that individuals can take in achieving their professional goals, to reflect on personal or work-related challenges that they may have faced along the way and to share what inspired them in the first place. In reading these personal accounts, the passion and commitment to making the journey notwithstanding the many obstacles that may be encountered struck me as a common theme. Understanding barriers to career progression is the first step towards implementing the cultural and systemic changes necessary to ensure equality in representation at all career levels. FBS was the proud recipient of a bronze award through Athena SWAN in 2014. The Athena SWAN charter is part a broader mission, as articulated by The Equality Challenge Unit, to confront any practices that disadvantage individuals or groups. This progressive inclusivity agenda is essential to ensure that our faculty continues to attract and retain the best brains and talents in a highly competitive global market. We are enormously grateful to those individuals who were willing to share their personal pathways with us. Thanks also to Dr Pip Garner who along with one of our students Howard McDonald converted the idea of the booklet into reality.

Professor Anne King Chair of Athena SWAN



ATHENA SWAN BROCHURE

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From left to right. Professor Anne King and Christina Craven

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1979: BSc Physiology, University of Aberdeen
1983: PhD Muscle Neurophysiology, University of Southampton
1988: Lectureship, University of Leeds
1989-1991: Son and Daughter born
1998: Reader in Neuroscience
2007-2008: One year career break for health, returning part-time 2010: Programme Director for Human Physiology 2012: Chair of Athena SWAN Group 2013: Chair of Translational Neuroscience



I liked science from a very young age, puzzling my parents who weren't at all scientific by wanting things like a chemistry set or a small microscope (which I still have!). I converted my doll's pram into a make-shift 'wormery' by filling it with soil and leaves. I knew early on that I wanted to go to university to study science. When I finished I knew that I would enjoy research so I did my PhD and it just evolved from there; I never really had a long term career vision or plan.

In 2013 I was made Honorary Treasurer of the Physiology Society and a Member of Executive Committee. In 100 years of women in The Physiology Society, I was only the 2nd female EVER to be elected as an "Officer" of the society!

CAN YOU TELL US MORE ABOUT YOUR EXPERIENCE?

At University College London I worked in the 'Pain Group' with Professors Clifford Woolf and Maria Fitzgerald, working to establish the mammalian spinal cord in vitro as a new tool for pain and nociception research. The group Head was Pat Wall, one of the fathers of pain research. He was a unique guy with a very unconventional personality and wisdom that went well beyond science. As a scientist, he never shirked from standing up and challenging "dodgy data" but always with a strongly reasoned argument. Within this group there were many "big brains" and this meant that you rarely got an easy ride and sometimes got your butt kicked, which at the time isn't pleasant but it teaches you a lot.

Working with such inspirational scientists early in my career gave me the self-belief and confidence to dream that I could set up my own lab and pursue my own research ideas.

There are many different ways to "be successful", and to me it is more about the freedom of choice - you should be able to choose to lead the kind of life you want.

WHAT CHALLENGES HAVE YOU FACED IN YOUR CAREER?

Through my life, I have just kept heading resolutely in the direction that I wanted to go; it's been hard work over a sustained period of time, there have been some tough setbacks too, but that's life.

WHAT IMPACT HAS HAVING CHILDREN MADE ON YOUR CAREER?

When I started out as a full-time academic, being a working mum was frowned upon much more than it is today. There was more pressure not to work, so I was going against the perceived wisdom of the time. I'm proud that I stuck to my guns and did what I wanted to do. I'm resilient; I try not to let complications or problems get to me too much or for too long. I take a cup half full approach to life; professionally and personally.

WHAT SURPRISING FACT WOULDN'T PEOPLE KNOW ABOUT YOU?

I am a novice

bee-keeper;

I help look after the campus bees in the apiary outside the School of Earth and Environment.

While I was a Ph.D. student I was fanatical about sky-diving, going every weekend with a bunch of fellow post grads.





- 1995: BSc Biochemistry and Anatomy, University of Sheffield
- 1999: PhD Molecular Endocrinology, University of Birmingham
- 1999: Post-Doctoral Fellow 5 years, University of Sheffield. Taught tutorials and took physiology into schools. Career 'light-bulb' moment
- 2003: Teaching Fellow; fixed term contract for 3 years at University of Leeds
- 2007: Lecturer in Human Physiology on permanent contract with University of Leeds
- 2007: Maternity leave for 6 months

- 2008: Returned part-time as Admissions Tutor for School of Biomedical Sciences
- 2010: Faculty restructure. Interviewed for position by panel 8.5 months pregnant.
- 2012: University of Leeds Student Education Fellowship teaching award
- 2013: Associate Professor in Human Physiology based on teaching and scholarship (outreach) activities
- 2014: Returned to full-time working with flexibility allowed



WHAT MADE YOU PURSUE A CAREER IN ACADEMIA? I wasn't initially inspired to enter academia, I just kind of fell into it. I did my degree and being brutally honest, I didn't really know what to do next. I'd enjoyed my final year project working in a lab which had been quite different to our normal practicals.

While in Sheffield I got the chance to do some teaching of tutorials and practicals. I also took Physiology out into schools and could see that inspiring children to take an interest in science from a young age was something I really wanted to continue. This was my career 'light-bulb moment'.

WHAT DO YOU ENJOY MOST?

Each day is completely different, with new challenges and no two days are the same. I think you need that in a job.

Being a teaching and scholarship academic I have never felt equal to a teaching and research academic. I've always felt a bit of an underdog and while things are improving, I still feel there are areas such as promotion criteria and recognition that could be strengthened. For instance nobody has ever been able to define scholarship to me, even HR when I was applying for promotion.

THE CHALLENGE OF RETURNING TO WORK

When I returned from maternity leave I had a huge amount of extra responsibilities at home, but I wanted to keep up and continue the hard work I'd

put in before I left because you've got others who perhaps haven't taken those breaks pushing themselves.

That wasn't what I wanted to hear at that point, I'm usually very level headed and I don't think anyone ever noticed other than my mentor.

It took me a good settling in period and while returning with a lighter workload would have been nice, my worry would have been that colleagues would start to view you as not pulling your weight.

IMPACT OF HR POLICY

Flexible working has a huge impact but it can also depend on the support around you. Being able to work from home really does help; I'm not sure I could have come back to work full-time without it. I also don't think I would have been as committed to my job and I don't think I would have been giving it my full attention without it.

ADVICE FOR YOUR YOUNGER SELF

I like getting things done and am very organised; 95% of my success is organisation, planning ahead; trying to do everything I can in advance so that when things drop on my desk at the last minute I can deal with them.

I'm someone who says yes to most things; it's better than fighting and then ending up doing it anyway. Always take time to listen; I used to talk a lot because I was quite nervous; be prepared for silences, they're always better than shouting. I've learnt that a lot with my kids! Despite being organised, I've never had an organised career plan. When opportunities do come up, I go for it even if they take me out of my comfort zone. I've found different jobs within academia that work to my strengths, there are options outside of research that use the knowledge and skills I have gained so don't be scared of that.

When I was younger I wanted to work on the hook a duck stall.



- 1988: BSc Physiology, University of Cardiff
- 1993: PhD Royal Free Hospital, London
- 1993: Married
- 1997: Returned to work after two months maternity leave following birth of first child
- 1998: 3 year British Heart Foundation (BHF) funding for research, working part-time acting as Post-Doc and principle investigator with funding for part-time technician
- 1999: Maternity for 2nd child; used University Maternity Grant to prevent maternity leave pay being paid out of research grant; BHF grant put on hold

- 2005: Successful in application for EPSRC Academic Fellowship part-time
- 2008: Reader in Neuroscience
- 2013: Board of Trustees for The Physiological Society. Proud to be Equality and Diversity Champion
- 2013: Programme Leader for Neuroscience

I am a Reader in Neuroscience at The University of Leeds. For 19 years of my career I've worked parttime mainly, but I increased my working hours in 2014 when I was asked to be Programme Leader for Neuroscience.

WHAT IMPACT DO YOU FEEL HAVING CHILDREN HAS HAD ON YOUR RESEARCH?

When I was in the lab I found that you spent a long time discussing research. When you have kids and are working part time you don't have time to do that and if you're doing an experiment then you really want results out of it, as that's a day away from the boys. I think having children focuses your output.

WHICH PARTS OF YOUR JOB DO YOU ENJOY THE MOST? I really enjoy interacting with students; they're incredibly enthusiastic. I especially enjoy practicals and tutorials where you can really get to know people

and discuss different ideas. However I also love research, especially when a plan really comes to fruition!

WHO DO YOU ADMIRE IN ACADEMIA?

I really admire Thelma Lovick and Bridget Lumb; they've been big influences on me though I'm not sure I've ever told them! They're scientists who really care about systems physiology and who produce incredibly thoughtful, beautiful work. I remember Thelma visiting my lab in London to learn about a technique I was using. She found out one of her grants wasn't funded while she was with us and I remember her disappointment. I found that really inspiring because I realised the people you look up to still feel that frustration but keep going on.

WHAT CHALLENGES HAVE YOU FACED AND OVERCOME IN YOUR CAREER?

Research funding is a tough environment and a big challenge for everyone. Wanting to work part-time meant learning to control my workload and say no to things as otherwise you end up killing yourself to fit everything in.

WHAT ADVICE WOULD YOU GIVE YOUR YOUNGER SELF?

Don't be afraid of rejection. You may have the best idea in the world but people won't always see it the same way as you. Be confident in your abilities - it's easy to hold off applying for jobs and promotion as you feel in the future you'll be in a better position but it's always worth applying because it's not the end of the world if it doesn't work out. I think I have a love of life and attempt to put things into perspective. I'm not sure I'm very good at the latter; it's tough when grants don't get funded etc. I found it easier to cope with when it was just my salary dependant on its success; when the salary of others hinged on it too it was really tough!

WHAT SURPRISING FACT WOULDN'T PEOPLE KNOW ABOUT YOU?

I used to Irish Dance and I love doing British Military fitness. I struggle to act my age and tend to do something embarrassing and look back with a red face!



Don't be afraid of

rejection. You may have the best idea in the world but people won't always see it the same way as you.





I never really had a 'light-bulb' moment; I did my degree and was looking for jobs not really knowing what I wanted to do. I had a chat with my final year project supervisor who was also my tutor and he ended up offering me a PhD! A few of my friends were doing PhDs at the same time in the same place so I went for it!

1999: BSc, University of Sheffield 2004: PhD, University of Sheffield

2015: Lectureship, University of Leeds

2010: Senior Research Fellow, University of Leeds

HOW HAVE YOU FOUND RETURNING TO WORK FROM PATERNITY LEAVE?

1999

PhD University

2004

2010

Senior Research Fellow University of Leeds

I've just recently come back off paternity leave and I rarely take holidays because I'm a bit of a workaholic. Returning from paternity leave is difficult because you come back to work, but now with a baby at home and in order to see my children I've had to cut back a lot. It's difficult to turn off your e-mail and walk away for 10 days because there are still processes going on including teaching or research.

HOW DO YOU THINK YOUR WORK LIFE HAS IMPACTED ON YOUR PERSONAL LIFE?

Myself and my partner made a conscious decision to hold off starting a family. Making the move to Leeds in 2010 wasn't particularly onerous because we were moving towards her family.

However in the back of our minds was that we may have to move again following this contract and that if we started a family that move would come at a very early and difficult stage of that process- we'd have a young baby. We thought it was best to wait until I had a secure position and I think that's the same with a lot of people in academia.

WHO'S INFLUENCED YOUR CAREER?

Steve Baldwin was very influential for me. Sadly he passed away last year so I only knew him for a few years. At the start of my fellowship he kindly offered to share his lab space with me; he was a world expert in the things I couldn't do and was a great influence.

WHAT HAVE YOU LEARNT FROM YOUR EXPERIENCES?

University of Leeds

2015

It's important to understand your limitations and where others can help. I've had a large number of collaborations in my career which has meant things have always moved along rapidly. I'm never the sole author of a paper but by knowing my limitations and collaborating to overcome them I can progress faster.

Currently I'm working on rational drug design using EM in collaboration with the medicinal chemists in Leeds and some pharmaceutical companies. I want to push down this avenue as there is no one else doing it at the moment

I think often people assume that Athena SWAN is working just for women and forget that it's about equality and equal opportunities in science in general.



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- 1977: BSc Biochemistry, University of Leeds
- 1980: PhD Biochemistry, University of Leeds
- 1983: Career break to have children and follow husband's work to Newcastle
- 1997: Part-time teaching Fellowship
- 2001: PGCLTHE (With Merit) University of Leeds (Post Graduate Certificate in Learning and Teaching in Higher Education)
- 2010: Senior Lecturer in Biochemistry (Teaching and Scholarship)
- 2010: University of Leeds Teaching Fellow
- 2014: Senior Fellowship of Higher Education Academy

I graduated from the University of Leeds in 1977 with a BSc in Biochemistry and then did a PhD in Biochemistry again at Leeds. Going to university and then doing a PhD was a natural progression for me as I had always wanted to do research.

WHO INSPIRED YOU?

My supervisor Tony Turner was a big influence on both my research and my later career. He believed that teaching was central to the role of an academic, that teaching was 'good for the soul' which meant that demonstrating and tutoring was combined with my PhD from an early stage.

RETURNING FROM A CAREER BREAK

After my first child was born, I could see no way to come back into research parttime so had to either come back full-time or stop, and I chose to stop. In 1997, after a 14 year career break I returned on a part-time teaching fellowship. Part of the difficulty of returning after a break for me was that I had three young children, so I was trying to balance my career with my other responsibilities. You're constantly trying to find where you're most needed at that moment and you don't realise how difficult it is until it stops.

Early in my career after returning to work, the university nursery and half term activities were a great help. Support from other colleagues made a huge difference. Although I was part time, people expected me to develop, learn and catch up on the science I'd missed while I was away. I've been encouraged and supported in moving from an academic-related to academic role, and from part-time (by steps) to full-time.

CHALLENGES YOU HAVE FACED My greatest challenge has been the fear that as a parent and part-time worker, you'll be viewed as ineffective if your external responsibilities interfere with your work.

Self confidence has always been an issue, I've had to learn to pretend confidence, and then over the years, developed the real thing, at least to some extent!

QUALITIES

I think I'm organised and a safe pair of hands. I couldn't cope without my diary. If I lost it I'd have to go home to bed until someone found it!

ar **ADVICE**

Fight for what you want, if you really want a career in academia then don't be put off; never make do with second best.

WHAT WOULD WE BE SURPRISED TO KNOW ABOUT YOU?

I recently went sky diving in New Zealand. I'm an enthusiastic amateur singer, I've sung in choirs since I was a child. There have been times when it's kept me sane! I think it's important to have something outside no matter what you're doing.

Fight for what you want, if you really want a career in academia then don't be put off; never make do with second best.







I had always wanted to work in North America so after we finished our PhDs my husband and I both applied to various places in the San Francisco Bay area. We both managed to get postdoc positions at Berkeley, where I spent 5 fabulous years working on RNA, learning a lot.

My husband is currently at the University of Southampton so we have a lot of commuting ahead of us! I think a lot of couples with both partners in academia live apart at some stage.

WHO HAS INFLUENCED YOUR CAREER?

When I was 18, I was lucky enough to spend a few days shadowing in a hospital with a woman who conducted post mortems on naturally aborted foetuses and who was an ordained priest. She was extremely passionate about her science and had real balance to her life so she could cope with the difficult emotional work she was involved in.

Sometimes in science the focus can be solely on papers and grants, which we inevitably get judged on; but from the outset, my PhD supervisor taught me that science should be fun, that you should follow your nose and do something that interests you.

I was part of the Athena SWAN team at Sussex and this experience was important in connecting me with a lot more people in the department and the faculty. When I started applying for jobs they were tremendously supportive; two heads of department gave me a practice interview and others gave me invaluable advice and encouragement.

WHAT CHALLENGES HAVE YOU FACED?

The Faculty job search can be demoralising, people start suggesting that perhaps you are not cut out for it, only a small proportion of PhD students go on to have their own research groups, maybe you should give up and just let your husband have the career and you have kids. You have to keep pushing and ignore those people, and keep going.

WHAT ADVICE WOULD YOU GIVE YOUR YOUNGER SELF? Try to enjoy the science and the process.

It can be very easy to get caught up in writing papers and grants, and forget to enjoy the actual research progression.

Think about how you invest your time, as a PhD student and even more so as a postdoc. Focus your time on projects most likely to make papers. To get your own lab, you have to become paper orientated and without them it will not happen. I really enjoy helping others on ideas and projects but I should have been a little more selfish with how I spent my time. There is a balance between being a good colleague and looking out for your career. ATHENA SWAN BROCHURF

I think that everyone should keep a calculator and a notepad on their desk as I'm often doing back of the envelope calculations and writing down new ideas.



1995: BSc Biochemistry & Genetics, University of Leeds
2000: PhD Cancer Biology, Sheffield University
2001: Post-doc Cancer Biology Leeds Institute for Molecular Medicine
2004: Lecturer in Biochemistry & Molecular Biology at University of Leeds
2011-2014: Director of Taught Graduate Student Education
2012: Associate Professor
2015- Current: Faculty Director of Student Education

I teach, undertake research on higher education topics, write, travel to develop international activities within the Faculty and more recently lead on student education activities in my Faculty Director of Student Education role.

WHAT INSPIRED YOU TO PURSUE A CAREER IN ACADEMIA?

I always enjoyed finding out and learning new things and really enjoyed university life so decided to stay on at university and complete a PhD after my degree. My goal was always to work in a stimulating environment with different people and different ideas and so staying on in academia was a natural next step.

WHAT IS YOUR CURRENT ROLE AND WHAT DOES IT INVOLVE?

I teach, undertake research on higher education topics, write, travel to develop international activities within the Faculty and, more recently, lead on student education activities in my Faculty Director of Student Education role. I really enjoy the diversity of the role. I also enjoy working with the bright young students that we have at Leeds who are at the beginning of their careers and seeing how they develop and mature during their studies.

CAN YOU DESCRIBE HOW YOU'VE PROGRESSED/CHANGED ROLES WHILE AT LEEDS?

My time is currently split between teaching, scholarship and leadership. Of these, the leadership and management aspects are the most challenging. It can throw up all types of unexpected situations and requires you to be pretty resourceful.

WHAT HAVE YOU LEARNT FROM EXPERIENCES, GOOD AND BAD? Be open to new ways of doing things, seize opportunities as they arise and don't be afraid to take a risk.

HOW WOULD SOMEONE ELSE DESCRIBE YOU IN 3 WORDS?

I asked this question to colleagues, family and friends and these were the three most common words used: approachable, perceptive and good company.

WHAT DO YOU DO WHEN YOU'RE NOT WORKING?

I spend a lot of time with family and friends. I enjoy going to the theatre, reading and mountain walking. I've walked most of the major mountains and peaks in the UK and some overseas too. I enjoy working with the bright young students that we have at Leeds who are at the beginning of their careers and seeing how they develop and mature during their studies.





- 2003: BSc Biochemistry with Medical Biochemistry, University of Leeds
- 2006: MSc Infection and Immunology, University of Leeds
- 2007: PhD in Immunology of Adult Stem Cells, University of Leeds
- 2011 Present: Post Doc in development of a large diameter vascular graft and the recellularisation of tissue allografts, University of Leeds

2013: Married

- 2016: Our daughter Amelia was born on 24th January
- Awards: White Rose Award for the University Union for Exceptional Contribution to Sport as the Captain of the Thai Boxing Society.



I love my research, working in partnership with the NHS Blood and Transplant –Tissue and Eye Services to develop new clinical products. I really enjoy the work I am currently doing with the School of Mechanical Engineering in Technology Innovation Management.

WHAT IS YOUR CURRENT JOB AT THE UNIVERSITY?

I am currently working at the University of Leeds as a Post Doc in Regenerative Medicine (more specifically the recellularisation of tissue allografts) and am currently on a secondment for a year, 2 days a week in the School of Mechanical Engineering with the Innovation and Knowledge Centre (IKC) in Medical Technologies in the area of Technology Innovation Management.

WHAT IMPACT DO YOU THINK STARTING A FAMILY HAS HAD ON YOUR CAREER?

My outlook on my career and work has changed since the arrival of my daughter Amelia, who is now 6 months old. I enjoyed my paternity leave of 2 weeks and was told of the option to take split maternity leave by HR (I only took the 2 weeks). Everyone has been great in supporting when my daughter arrived as I needed my paternity leave and they were happy for me to go anytime I needed. My colleagues have been great over the last 6 months, they also have children themselves and understand that sometimes there are emergencies and they are happy for me to make up my time when needed if I need to rush off.

WHICH PARTS OF YOUR JOB DO YOU ENJOY THE MOST?

I love my research, working in partnership with the NHS Blood and Transplant –Tissue and Eye Services to develop new clinical products. I really enjoy the work I am currently doing in the area of Technology Innovation Management. The job looks at translatable research and progressing the potential of these ideas to become commercial products. I have really enjoyed getting experience in this area and would like to continue working in it.

WHAT INSPIRED YOU TO PURSUE A CAREER IN ACADEMIA?

When I was finishing my degree, I looked around at all the research and new concepts that were being developed by people working at the forefront of science, people who were teaching me and I really wanted to get involved with it. This led me on to my Masters, PhD and Post Doc, developing my career in academia. It does feel like I'm learning and working with the best; academics that taught me have since become my colleagues and I have enjoyed being able to work and collaborate with them.

WHAT CHALLENGES HAVE YOU FACED IN YOUR CAREER?

Working as a Post Doc is difficult: working on fixed-term contracts is especially so now that I have a family to support, these positions do not offer stability for a growing family. I do need something more sustainable and permanent. It's very stressful and competitive in applying for grants and other positions to continue with research. A Post Doc is initially viewed as a stepping stone on to something else, to either becoming an academic or leaving academia to get a job elsewhere. The work can be very field and location dependant and as I am more focused towards regenerative medicine and tissue engineering, there isn't such a large market for these devices yet (complex regulatory issues).

WHAT ADVICE WOULD YOU GIVE YOUR YOUNGER SELF?

I guess the advice wouldn't be to myself but more to others that are wanting to pursue a career in academia, I would tell them to think about what they are really passionate about and don't do this because they think it will make lots of money, do it because they love the science. You do need a passion and desire to do the job rather than just thinking of it as a way to pay the bills.

WHAT SURPRISING FACT WOULDN'T PEOPLE KNOW ABOUT YOU?

I really enjoy martial arts, in particular Thai Boxing. I was heavily involved in the Thai Boxing Society at University during my studies, and was captain for over two years. I am also an Explorer Scout Leader for 14-18 year olds and have been doing this for the a few years. This involves meetings on a weekly basis, organising camping trips and other educational activities. We recently organised an expedition to Holland and Berlin, taking 40 of our young members from across the district and the feedback from them was that it was a very successful trip!

WHAT ARE YOUR PLANS FOR THE FUTURE?

Following on from my secondment opportunity I am hoping to further develop my career in Innovation Management at the University. I have really enjoyed both studying and working here and would like to continue developing my work, and myself.

When I was finishing my degree, I looked around at all the research and new concepts that were being developed by people working at the forefront of science, people who were teaching me and I really wanted to get involved with it.







key place where you can find important we and regularly-used policies and forms, including the family friendly polices the University has available. We also strive to in ensure that we give the best inductions ar we can for all our new starters as this we plays an important part for our new and up-and-coming talent, therefore we have our own tailored induction packs, meetings and intranet page; infinite http://www.fbs.leeds.ac.uk/newstaff/ ap

Many of the actions associated with Athena SWAN are actions which reflect good employment practice and are important for all members of staff. As part

of our Athena SWAN action plan we are

constantly gathering feedback and data in order to ensure that the policies, advice we give and intranet pages we have created have the information that staff are wanting to use. We use our feedback in a positive way as it helps us to update and improve our processes, making sure we provide an accurate and positive experience for our staff.

As well as the easy accessible intranet pages we have a friendly and approachable HR team in the Faculty that are always available to answer any questions or queries you might have, so please do not hesitate to contact us. You can find information on the Faculty HR team by following this link http://www.fbs.leeds.ac.uk/intranet/hr/





Professor Anne King (left) and Christina Craven (right) are presented the Bronze Award from Professor Dame Julia Higgins FRS.

The University of Leeds is committed to Athena SWAN and has a wide range of policies to support all staff including; flexible working, carer's leave, generous maternity leave/adoption leave and shared parental leave provision, alongside the more formal policies. At the same time as being both professional and accurate, we aim to be flexible and adaptable with our advice to suit all needs. Our policies and procedures play a huge part in supporting this. For the latest information please refer to the University's HR website http://hr.leeds.ac.uk As a member of the Faculty Athena SWAN team and the wider University Athena SWAN team, it's really important that awareness is raised of what policies are available for our staff, and that they are easily accessible. The Faculty of Biological Sciences HR team have created their own HR intranet page that is easily accessible and easy to navigate. This is a



There are numerous HR policies in place to accommodate staff members' needs. These policies POLICIES are constantly being updated in response to new legislation and consultation with our staff, so for upto-date information refer to the university HR website http://hr.leeds.ac.uk/

WHO DO I SPEAK TO? If you wish to take advantage of any of these policies you should contact your school's HR representative or the PA to your Head of School. In addition, the Faculty HR team are available to answer any questions you have.

Funding for academics returning from leave: the Faculty has a policy to help academic and research staff returning from maternity leave, adoption leave, shared parental leave or career breaks. A number of resources and initiatives are available to support staff including funds to help you re-engage with research, phased return and flexible working arrangements during the settling in period. For further information please visit the HR webpage on the Faculty Intranet or contact your local HR representative.

MATERNITY/ADOPTION AND SURROGACY LEAVE Please visit the HR website for more information about these policies or contact your local HR contact if you have any queries. In addition to the policy and

to make the transition from work to leave and your subsequent return as easy as possible there are check lists available for employees and managers to help plan ahead. It includes actions to be taken and you should run through it together as early as possible.

KEEP IN TOUCH DAYS

A maximum of 10 paid days of work can be used during maternity/adoption and surrogacy leave. Days can be used to attend meetings, conferences or training sessions and stay up to speed with things at the university. Approval for keep in touch days may be granted by your PI.

SHARED PARENTAL LEAVE

Time can be taken with your partner to share your childcare responsibilities if the primary carer ends their maternity or adoption leave early. Leave can be taken together, separately or a combination of both. A maximum of 20 paid days of work (Shared Parental Leave In Touch or SPLIT days) can be used during the shared parental leave. For more information see 'Shared parental leave and pay' on the HR website.





TIME OFF FOR CARERS OF CHILDREN **OR CLOSE RELATIVES**

Paid leave may be used by staff who have responsibilities for children, or close relatives in the event of the breakdown of normal care arrangements or sudden or serious illness. It may be implemented by contacting your School's HR representative as you would normally.

FLEXIBLE WORKING POLICY

All staff have a right to request to work flexibly. This can include working parttime, job shares, term-time only working, and a varying working pattern.

WOMEN OF ACHIEVEMENT

The Women of Achievement awards recognise the significant contribution and impact our women staff and students have made across all disciplines and service areas. We profile a selection of women whose highly respected work has had a significant impact at the University and across the world - socially, scientifically, culturally and environmentally.

To find out more about Leeds' Women of Achievement contact: athenaswan@adm.leeds.ac.uk



From left to right. Professor Michelle Peckham and Dr Andrea Utley

For more information please refer to the university's policy on flexible working or

speak to the HR team.

CAREER BREAKS The University recognises that some employees may wish or need to take a break from work for a variety of personal reasons, during the course of their employment. Staff can take between 3 months and 3 years. If you would like more information, please refer to the university's policy on career breaks or speak to your local HR contact.



The HR Policies was written by: Christina Craven Faculty HR Manager

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