

PARTNER/SPOUSE SUPPORT PROCEDURE

1. Purpose

The University of Warwick has an international reputation for both research and teaching excellence and as such, attracts outstanding staff from around the world.

The University Relocation scheme (<https://warwick.ac.uk/services/humanresources/vacancies/relocation>) provides support to staff moving to Warwick to help make relocation as smooth as possible. The Department recognises that new appointees will take into consideration their partner or spouse's career when moving to Warwick and have created the Economics Department Partner/Spouse Support Procedure, which aims to provide support to the spouse or partner of new appointees in the Department.

This procedure is intended to support new appointees' partner or spouse to facilitate a smooth career transition when relocating to/or within the UK. The Economics Department cannot promise or guarantee employment for the accompanying partner or spouse, but will assist in their career transition where possible.

2. Scope

This procedure applies to all Academic and Professional Support Staff vacancies advertised by the Department at FA7 or above regardless of working hours or duration of contract. It is designed to support the spouse or partner of the new appointee and is not available to dependants and other relatives of the appointee.

3. Procedure

During the recruitment process, it is the responsibility of the Departmental HR Officer to ensure the procedure is shared with candidates who have been selected for interview.

After a job offer has been accepted by an individual, if requested, the Departmental HR Officer will liaise with the new appointee or their partner/spouse, by telephone or email, to provide appropriate job related support.

3.1. Departmental Support

The Economics Department does not have a specialist Careers Advisor to support a partner/spouse in their search for employment but there is assistance within the Department as follows:

- The University of Warwick is one of the largest employers in Coventry and Warwickshire. Information on the University of Warwick vacancies can be found on the University's website <https://warwick.ac.uk/services/humanresources/vacancies>. Partner's/spouse's applications are welcomed, but will be considered alongside those of other applicants, and will be reviewed in line with the University of Warwick recruitment practices.

- Signposting to appropriate career support.
- Assistance with identifying appropriate contacts in relevant fields/professions within the wider University.
- Information and advice on UK employment legislation. Information and advice will include, (but need not be limited to) contract types e.g. fixed term posts, flexible working, family friendly working policies (e.g. maternity/shared parental leave), sickness absence, annual leave and contractual terms and conditions including statutory requirements.

Temporary teaching, invigilation, research and administration opportunities are often available within the Economics Department during the academic year. Information regarding temporary roles can be accessed via the HR Officer or Head of Department.

Newspapers such as the Times, Times Education Supplement and the Guardian have a weekly job advertisement section. Newspapers can be accessed free of charge in the Economics Department Staff Common Room or the University Library.

The Department hosts a range of seminars/workshops every week across different research areas, these seminars/workshops are conducted by staff members and invited guest speakers. In addition, to promote collegiality, the Departmental Communications Team run a series of social staff/student/family events. Partners and spouses are welcome to attend research seminars and join in with social activities, which can provide useful networking opportunities.

3.2. University Staffing Agencies

The University houses two internal staffing agencies, Search Higher and Unitemps.

- SearchHigher - <https://www.searchhigher.com/about-us> is an executive search organisation that specialises in senior appointments within Higher Education. SearchHigher offer a selection process for academic appointments across research, teaching and administration within all disciplines.
- Unitemps - <https://www.unitemps.com> source skilled support and temporary staff for short-long term, full or part-time contracts. Once an individual has registered with this free service, they will be kept up to date about any vacancies which match their skills and experience. 'Temping' through an agency can be an excellent stepping stone to a more permanent role within the University.

3.3. External Staffing Agencies and Databases

There are a number of recruitment agencies with different specialisms within the UK. Recruitment agencies and career planning organisations offer a bespoke service to individuals that include CV preparation, interview techniques, career coaching and a 'search and select' service. A list of organisations and recruitment agencies is available from the Departmental HR Officer.

Jobs.ac.uk – <https://www.jobs.ac.uk>, is a searchable database of academic and related posts across the UK and Ireland.

3.4. Volunteering

Volunteering is a good way for individuals to involve themselves within the local community and meet people. Although volunteering is unpaid, some opportunities offer skills training or managerial experience. Further information about volunteering can be found on the UK government website <https://www.gov.uk/government/get-involved/take-part/volunteer>.

4. Further Information

Relocation Information: <https://warwick.ac.uk/services/humanresources/vacancies/relocation>

University of Warwick Vacancies: <https://warwick.ac.uk/services/humanresources/vacancies>

Academic and related vacancies: <https://www.jobs.ac.uk>