

Department of Materials Voluntary Post-Probationary Mentoring Scheme

This guidance applies to voluntary mentors of post-probationary staff. The aim of the post-probationary mentoring scheme is to enable members of staff in the Department of Materials to access to advice and support from a colleague who is not directly involved in line managing them. The mentoring process should be informal and supportive, and should only require a small time-commitment (<6 hours face-to-face contact per year per mentee) from the mentor. For those seeking in-depth mentoring in a specific area, [Manchester Gold](#) is a more appropriate scheme and departmental mentors should signpost their mentees to this scheme if they require such support. Due to the informal nature of this scheme, it is not covered by the Department Workload Model, so mentors give up their time voluntarily and are recommended to take on no more than two mentees (they *can* take on more if they wish). Line managers should not mentor staff they manage and members of the Department Promotions Committee should not be mentors. Mentees should contact the Senior Mentor to suggest or request a mentor, completing the short pro forma on the next page. The mentoring relationship can last for as long or short a period as the mentor and mentee agree upon. If the mentee feels their assigned mentor is not providing the expected level of support, they can request a change of mentor at any time.

Role for Mentors

A mentor is expected to provide support, encouragement and guidance to their mentees in all aspects of their role, including:

- Acting as an understanding and trusted colleague.
- Advising and assisting the mentee in managing the balance of their professional life.
- Liaising (where appropriate) with the Department Senior Mentor and being able to signpost participants to other teams/colleagues/resources as appropriate when advice is needed on specific issues.

Academic mentors:

- Being familiar with the university and faculty guidance on promotion.
- Helping the mentee to assess whether they should apply for promotion in a given year, and encouraging them to do so when appropriate.
- Providing feedback on promotion cases when requested.
- Advising their mentee on what administrative/management roles they should consider taking on/applying for, both to support the department and to provide appropriate experience for the mentee's promotion cases. They should also discuss the scope of the various tasks/roles with their mentee and ensure that their mentee is not overloaded.
- Providing advice on grant writing, paper writing and publication strategy.

PS administrative and technical staff mentors:

- Being familiar with the university and faculty guidance on career progression.
- Providing advice on how to qualify for rewards under the University's Rewarding Exceptional Performance policy and on whether the mentee should consider nominating themselves (the mentee should also discuss this with their line manager).
- Advising the mentee on whether it might be possible and appropriate for them to request a salary re-grade.

Specialist Mentors for staff on parental or caring leave

Members of staff who are about to go on, or return from, parental or caring leave can additionally request to be assigned a mentor who has recently been through the same process. The roles of this mentor are to:

- Let the mentee know what to expect from maternity, paternity, adoption, shared parental, or other caring leave, as appropriate, and what they wish they'd known when they started it.
- Advise the mentee on how to make the transition from full time work to parental or caring leave and back again as smooth as possible.
- Signpost the mentee to relevant university resources.

Staff who do not mind whether their parental/caring leave mentor is from the department can use the [University Coaching Service](#) instead.

Mentor request pro forma

Prospective mentees should complete [this short form](#) and send it to the Senior Mentor. If this link does not work for you, please use the template below, and email it to the Senior Mentor with the subject "mentoring request".

My preferred mentors are:

My line manager is:

I prefer not to have these people as mentors:

Preferred career stage (e.g. T&L Administrator, Senior Experimental Officer, Reader, Fellow etc.) and area (Academic - FBT, Academic - MSE, PS – Administrative or PS – Technical) of mentor [this information will be used by the Senior Mentor to select an appropriate mentor if your named mentors are unavailable]: