



**pdn**

Department of Physiology,  
Development and Neuroscience

## **Being a Buddy & Mentoring**

As a member of Professional Services Staff, you will be appointed a buddy (if you would like one).

### **Aims of the Buddy Scheme**

Having a “buddy” at work can make a huge difference to the speed at which new recruits manage to settle into the role, the department and the organisation. Just knowing there is someone there to listen who is genuinely interested in helping them can make new staff members feel supported. At PDN, we recommend allocating an induction buddy for any new starter to your team.

### **Who makes a good buddy?**

A good buddy is someone who is prepared to be:

- A contact
- A friendly face
- An informal source of information on the team and department
- Someone who knows how things work across the organisation and is prepared to share that experience

### **Personal attributes of a good buddy include:**

- The ability to listen
- Openness and commitment to being a buddy – it can be a learning experience for both parties
- Good time management and self management skills
- Relevant knowledge and experience to be able to provide the right level of support
- An honest and considerate approach to giving feedback and asking challenging questions including the ability to give constructive feedback
- Ability to identify learning opportunities
- Ability to use questions to encourage new starters to think for themselves
- A willingness to learn

### **Roles and responsibilities of a buddy**

As a buddy you are not line managing that individual but are there in the role of supportive colleague and friendly face. Your role as a buddy will be varied depending on the individual you are working with but could involve some or all of the following:

- Helping your new colleague to navigate their way around the department and the site, this could include short tours
- Answering questions – often more than once. Buddies need to be patient as new starters take in a lot of information, often in a short time, and may need to re-ask questions in the future as events occur
- Provide information, signpost information and provide informal support
- Introducing them to other colleagues who are important to their role
- Helping them to understand the formal and informal culture and structures at PDN
- Encourage them to ask questions if unsure about any aspects of their role
- Arrange to go for coffee or lunch sometime so they can enjoy the social side of working and feel part of the team.

**A buddy is not:**

- An advisor or counsellor
- A new best friend
- A confidante

**Mentoring**

Mentoring is a slightly more formal system and would be used when an individual has progressed in their role and wishes to look at career development opportunities and how they may see their career progressing. More information on mentoring can be found on the ppd website at: [Mentoring | Personal and Professional Development \(cam.ac.uk\)](#).

EDM

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