

Work at UEA There's something for everyone

UEA Rewards and Benefits Package



An exciting and diverse community

The University of East Anglia (UEA) is many things to many people: an exciting and diverse community of staff and students; an engine of brilliant research and innovation; an educator of highly talented graduates; a major contributor to the regional and national economy; and a significant source of creative and cultural impacts. We are ambitious for our future and committed to delivering our UEA Strategy 2030 vision: 'Solving the challenges of our changing world by working together sustainably'.



A collaborative and empowering environment

So that we can achieve our vision and fulfil the UEA motto: 'Do Different', we offer a work environment that is collaborative and empowering, and where everyone feels respected and supported to learn, grow and realise their full potential.

Recognising and rewarding our people is at the heart of our People Strategy to attract and retain the best local, national and global talent. We provide a fantastic range of benefits to appeal to everyone, and our overall package compares favourably with organisations in the wider public and private sectors.



Work at UEA

This brochure showcases our wonderful benefits, facilities and perks for you to enjoy. If you have any questions or require further information, please get in touch with our Reward and Career Enablement team: **reward@uea.ac.uk**

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Existing employees can find more detail on our **Staff Benefits** webpages:

→ Staff Benefits



WE ARE COMPETITIVE

Pay at UEA

We operate a nationally agreed single pay spine which covers most Higher Education institutions. The single pay spine is applied to all staff groups (excluding Sportspark staff and those on individual Professorial salaries). All spine points are reviewed annually in line with the national pay award and a cost-of-living increase is normally awarded. We have a range of **Pay Scales** specific to certain staff groups. Sportspark operates its own pay scale which is benchmarked within the sport and leisure industry and benefits from the annual pay award increase.

You will benefit from automatic annual increments to progress your salary within the pay range for your role in acknowledgement of your development and service.

ightarrow Our Pay Scales







WE OFFER FLEXIBLE AND HYBRID WORKING

A healthy work-life balance at UEA

Our flexible working and hybrid working policies help you to balance your commitments and interests outside of work with the requirements of your role.

Most of our employees can work on a hybrid basis (a minimum of 60% of working hours undertaken on Campus) and a wide range of UEA roles operate flexible practices, both of which are dependent on the nature of the role. The range of options we can consider include:

- Part-time working
- Compressed hours
- Job sharing
- Term-time working
- Flexible start and finish times
- Annualised hours.

100%

HE employers offer part-time working

Compared with 51% of employers in the wider economy



HE employers offer job sharing

Compared with 22% of employers in the wider economy

92%

HE employers offer compressed hours

Compared with 24% of employers in the wider economy



HE employers offer term-time working

Compared with 16% of employers in the wider economy



Source: ucea.ac.uk/library/publications/benefits-of-working-in-he-report



WE OFFER UP TO 44 DAYS HOLIDAY*

*Including Bank Holidays

Generous holiday entitlement at UEA

You are entitled to a generous holiday allowance to ensure you have downtime to rest and re-energise. Your entitlement depends upon your role and grade. UEA employees benefit from between 34 and 44 days leave per year¹. This compares well with other sectors – the median leave in the public sector is 34 days including bank holidays and is 33 days in the private sector².

Six of these days are 'customary' leave and taken as four days at Christmas and two at Easter, providing valuable downtime during university vacation periods.

¹ excluding staff on Sportspark terms and conditions. ² All comparative statistics reported in this brochure can be found in the **Benefits of Working in HE 2023** report.



34–44 DAYS LEAVE PER YEAR

On top of the standard holiday allowances, we offer 14 additional Statutory and Customary days



WE HAVE AN OFSTED OUTSTANDING NURSERY

Family and care provisions at UEA

Our enhanced provisions for family and care leave facilitate a diverse and inclusive workplace and enable us to support you with important life events. UEA has an exceptional provision including:

Emergency care leave

Up to five days paid and additional unpaid leave for emergency caring responsibilities.

Generous maternity and adoption leave

Occupational maternity/adoption pay – 16 weeks equivalent of full pay (combining full and half pay over 24 weeks) compared with 4-13 weeks in other sectors.

Generous paternity leave

Two weeks of full pay compared with Statutory Paternity Pay. For example: Full-time Grade 5 employee earns £540 per week and Statutory Paternity Pay is £187.18 per week.

Generous nursery care

A full-day and all year-round care nursery with an outstanding Ofsted rating and tax-free childcare via a salary sacrifice scheme, the latter of which is only offered by 8% of employers in the wider economy.

100%

HE employers offer maternity leave/pay over the statutory rate

Compared with 67% of employers in other sectors

96%

HE employers offer adoption leave/pay over the statutory rate

Compared with 81% of employers in other sectors

90%

HE employers offer paternity leave/pay over the statutory rate

Compared with 61% of employers in other sectors



HE employers offer shared parental leave/pay over the statutory rate

Compared with 25% of employers in other sectors



Source: ucea.ac.uk/library/publications/benefits-of-working-in-he-report



WE HAVE A CONTRIBUTORY PENSION SCHEME

Exceptional Pension Schemes at UEA

We offer exceptional pension schemes to help you achieve the lifestyle you want during retirement and to provide protections for you and your family.

Employees in Academic or Academic-related roles are auto-enrolled into **USS**, a career-average hybrid scheme (defined benefit for first £70K of earnings and defined contribution for salary above this) providing a guaranteed income for life. Defined Benefit Schemes are highly valuable and are relatively uncommon in the wider economy. Employees receive tax relief on their 6.1% contribution, with a lower rate of NI payable, and have the opportunity to make voluntary contributions. Employees in support roles (Grades 1-5 and most Grade 6 roles) are auto enrolled into the Group Personal Pension with Scottish Widows, a defined contribution scheme. The scheme offers an affordable way for employees to build up a sum of money in a tax-efficient means. The minimum monthly employee contribution is equivalent to 5% of qualifying earnings (inclusive of tax relief). The minimum employer contribution is set by the government as 3% but the University has elected to provide a minimum employer contribution of 1.5 times employee contribution (a minimum of 7.5%), up to a maximum employer contribution rate of 5% in the wider economy.



LIFE COVERED

> Our pension schemes provide immediate life cover for your dependants (three times your salary), plus incapacity cover



WE CHAMPION STAFF WELLBEING

Health and wellbeing at UEA

We champion staff wellbeing and are committed to raising awareness and supporting positive mental health at UEA. We offer a range of resources, support mechanisms and optional activities. Our diverse offer includes:

- 24/7 access to our Employee Assistance Programme with Health Assured to help you and your spouse navigate a wider range of professional and personal challenges.
- Mental health and wellbeing support programmes such as menopause support, men's health, and a network of Employee Wellbeing Ambassadors to help signpost you to resources and support.
- An exclusive employee Sportspark Membership option for just £19.50 per month, we pride ourselves on being able to provide a wide-ranging programme of sporting, recreational and health promoting activities. Our Sportspark is the UK's biggest indoor sports centre and members can take advantage of the Olympic sized swimming pool, fitness and aerobic centres, athletic track, climbing wall, gymnastics centre and various courts and pitches.
- Occupational Health support to ensure you and your manager are equipped with the necessary advice to keep you safe and supported at work.

- On-site medical centre - including NHS dental care.

- Occupational Sick Pay provision for all staff from day one of employment, which is only offered by 33% of UK employers. UEA wants to make sure you feel able to take time off work when you are unwell without worrying about the financial impact, which is particularly important when experiencing a serious health issue that could necessitate a longer period of absence from work.
 A stunning work environment – with over 360 acres to
- explore and dedicated relaxation rooms across Campus. - **Eyesight cost reimbursements** – and a generous
- contribution towards glasses for VDU use.
- UEA Moves this App tracks your activity to generate points which you can exchange for rewards such as a piece of fruit, a hot or cold drink on campus, UEA Moves merchandise or even to plant a tree!
- UEA Faith Centre we are committed to providing a welcoming an hospitable space for employees to explore and experience faith.
- Participation programmes the Ziggurat Challenge is

 a 'recreational-level' programme of events open to all
 students, alumni and staff of the University including
 those based at the Norwich Research Park.
 The programme has been designed to promote enjoyable
 participation in the spirit of sporting competition as
 well as encourage friendly interaction/rivalry between
 schools. We also coordinate wellbeing walks to bring
 staff together to learn more about a chosen topic.





WE ENCOURAGE PERSONAL DEVELOPMENT

Personal and professional development at UEA

We believe it's important for learning to be a continuous journey, and that's why we facilitate a range of impactful development opportunities, including:

- A professional coaching scheme, giving both opportunities to coach and receive coaching.
- Mentoring programme.
- Access to LinkedIn Learning a wide range of courses (including UEA-curated content) and resources for personal and professional development, which can be linked to your profile to enhance your LinkedIn brand.
- Apprenticeships, management and leadership programmes and other job specific qualifications.
- Well-established career progression routes for academic staff.
- A dedicated Centre for Higher Education Research Practice Policy (CHERPPS) supporting all staff on matters related to learning, teaching and assessment design, as well as their management, administration, and evaluation.
- A range of job opportunities across professional services to support your development and progression.
- Live workshops and video courses.
- Support for conference attendance.







WE HAVE A CYCLE TO WORK SCHEME

Travel discounts at UEA

We provide options for more affordable travel and are committed to supporting and promoting travel by sustainable means. We can offer you:

- Reduced price parking at the Park and Stride site situated at the Norwich Research Park.
- Public transport discounts free to use Park and Ride service, 66% discount on First Bus annual pass, 40% discount on Konectbus bus pass. Only 10% of employers in the wider economy offer a subsidised service for its staff.
- Smartshare car scheme members are matched with drivers who have similar journeys to share lifts, saving you money and giving you access to reserved parking spaces.
- Cycle to Work Scheme in partnership with Vivup, we can offer you savings on the cost of a bike and equipment for cycling to work. This benefit is only offered by 52% of employers in other sectors.







WE OFFER EXTRA BENEFITS TO MAKE LIFE EASIER

General financial wellbeing at UEA

We offer financial benefits to help you shave money off your daily spending and save for the future, as well as providing support for individuals in times of need:

- 'Lifestyle Savings' benefit our Vivup platform gives you access to a huge range of discounts across the UK's major retailers including supermarkets, technology and fashion. In addition, you can save money on holidays, eating out and visits to a large number of UK attractions.
- Relocation support subject to the T&Cs associated with your role, you may be eligible for relocation expenses to cover the costs associated with moving to the area, including legal fees, estate agency fees, storage and removal of household items.
- **Discounted will writing** we offer 50% off a simple will and a free will campaign twice a year.
- UEA Employee Hardship loan interest free loan of between £250 and £2000 to support eligible staff with short-term financial difficulties.
- Financial education and wellbeing resources we offer a range of resources to enhance your financial skills and knowledge.
- Too Good to Go Ziggy's, Sports cafe and the UEA Shop have signed up to the Too Good to Go initiative to help reduce food waste, offering "Magic Bags" from £3 containing £9-£10 worth of surprise fresh food items, from baguettes and sandwiches to fruit.







WE HAVE AN AWARD-WINNING CAMPUS

A unique campus environment at UEA

You can enjoy the following outstanding facilities during your working day or on one of your many days off:

- Sainsbury Centre an on-site world class art museum with permanent and touring exhibitions, along with a café, shop and outdoor sculpture park. Tickets operate on a 'pay if and what you can' basis. Sainsbury Centre also provides a programme of fun family events.
- Library access to thousands of books, e-books and DVDs.

- Cafes a range of cafes, restaurants and bars to cater for your food and drink needs.
- Working in a beautiful 145-hectare, green-flag accredited campus with many varied habitats, including five County Wildlife Sites, which is home to over 5,700 species. Access the UEA wildlife trails or tree trail.
- Music venue some of the biggest names in music have played Nick Rayns' LCR, which is home to lots of gigs throughout the year.







WE ENCOURAGE CONNECTION

Community, connection and inclusivity at UEA

There are many different ways you can get involved with our University community and convey your views and ideas to senior management:

- We work closely with colleagues at the Norwich Research Park and engage with partners across the region in line with our commitments under the UEA Civic Charter.
- Our eight staff networks provide support to colleagues and help UEA to sustain an inclusive working environment: BAME network, Staff Pride network, Access All Areas network, ResNET (Research Network),

Employee Wellbeing Ambassadors network, Menopause Support Community, Disabled and Neurodivergent staff network, and Joint Equality network.

- **EDI initiatives** are promoted in our University policies, selection and appointment processes and through our Athena Swan action plans.
- **Employee voice** staff surveys, employee focus groups and staff forums provide you with mechanisms for expressing ideas, concerns and giving feedback.





Total Reward Statements for all grades

We take pride in the rewards and benefits we provide to our employees and strive to offer a competitive package that positions us as an employer of choice. This statement provides up-to-date information on the composition and value of the reward package we provide to you in return for your contribution at work.

There is a statement for each grade that quantifies your pay^{*} and core financial benefits and highlights the other benefits you enjoy from your work environment and our investment in your personal growth.

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* based on the bottom and top of the pay range for each grade (noting that Grades 1-3 have a single fixed pay point). To determine your exact financial benefit, you can access the relevant **Pay Scale** for your staff category and establish your salary point.

Gross salary

£23,028

Hours of work

36.25 per week, with part-time and other flexible working options available dependent on role.

Annual leave

20 days bookable leave per year, in addition to eight statutory days and 6 customary days per year, providing a total of 34 days per year (\pounds 3,011).

Pension

Automatic enrolment into our defined contribution pension scheme via Scottish Widows:

- You contribute 5% of your salary and UEA will contribute
 1.5 times this value. You can exceed this contribution if
 you wish and UEA will provide up to a maximum of 9%
 (7.5% employer contribution = £1,727)
- Three times your salary life cover (cost of average annual premium = £90)
- Incapacity cover (cost of average annual premium = £40).

Total financial benefit: £27,896

Maintenance staff only: Gross salary = £26,998. Hours of work = 42.5 per week. 34 days leave per year = £3,530. Pension contribution = £2,024, plus £90 and £40. Total benefit: £32,683.

Grade 2

Gross salary

£23,414

Hours of work

36.25 per week, with part-time and other flexible working options available dependent on role.

Annual leave

20 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 34 days per year (£3,061).

Total financial benefit: £28,361

Pension

Automatic enrolment into our defined contribution pension scheme via Scottish Widows:

- You contribute 5% of your salary and UEA will contribute
 1.5 times this value. You can exceed this contribution if
 you wish and UEA will provide up to a maximum of 9%
 (7.5% employer contribution = £1,756)
- Three times your salary life cover (cost of average annual premium = £90)
- Incapacity cover (cost of average annual premium = £40).

Maintenance staff only: Gross salary = £27,451. Hours of work = 42.5 per week. 34 days leave per year = £3,589. Pension contribution = £2,058, plus £90 and £40. Total benefit: £33,229.



Gross salary

£23,881

Hours of work

36.25 per week, with part-time and other flexible working options available dependent on role.

Annual leave

20 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 34 days per year (£3,122).

Total financial benefit: £28,924

Pension

Automatic enrolment into our defined contribution pension scheme via Scottish Widows:

- You contribute 5% of your salary and UEA will contribute 1.5 times this value. You can exceed this contribution if you wish and UEA will provide up to a maximum of 9% (7.5% employer contribution = \pounds 1,791)
- Three times your salary life cover (cost of average annual premium = £90)
- Incapacity cover (cost of average annual premium = £40.

Nursery staff only: Gross salary = £24,704. Hours of work = 37.5 per week. 34 days leave per year = £3,230. Pension contribution = £1,852, plus £90 and £40. Total benefit: £29,917. **Maintenance staff only:** Gross salary = £27,998. Hours of work = 42.5 per week. 34 days leave per year = £3,661. Pension contribution = £2,099, plus £90 and £40. Total benefit: £33,889.

Gross salary range

£24,344-£25,733

Hours of work

36.25 per week, with part-time and other flexible working options available dependent on role.

Annual leave

20 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 34 days per year (£3,183-£3,365).

Pension

Automatic enrolment into our defined contribution pension scheme via Scottish Widows:

- You contribute 5% of your salary and UEA will contribute
 1.5 times this value. You can exceed this contribution if
 you wish and UEA will provide up to a maximum of 9%
 (7.5% employer contribution = £1,825-£1,929)
- Three times your salary life cover (cost of average annual premium = £90)
- Incapacity cover (cost of average annual premium = £40).

Total financial benefit: £29,483-£31,158

Nursery staff only: Gross salary range = £25,183-£26,620. Hours of work = 37.5 per week. 34 days leave per year = £3,293-£3,481. Pension contribution = £1,888-£1,996, plus £90 and £40. Total benefit: £30,494-£32,227. **Maintenance staff only:** Gross salary range = £28,541-£30,170. Hours of work = 42.5 per week. 34 days leave per year = £3,732-£3,945. Pension contribution = £2,140-£2,262, plus £90 and £40. Total benefit: £34,543-£36,508.

Grade 5

Gross salary range

£26,338-£29,959

Hours of work

36.25 per week, with part-time and other flexible working options available dependent on role.

Annual leave

20 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 34 days per year (£3,444-£3,917).

Total financial benefit: £31,887–£36,253

Pension

Automatic enrolment into our defined contribution pension scheme via Scottish Widows:

- You contribute 5% of your salary and UEA will contribute
 1.5 times this value. You can exceed this contribution if
 you wish and UEA will provide up to a maximum of 9%
 (7.5% employer contribution = £1,975-£2,246)
- Three times your salary life cover (cost of average annual premium = £90)
- Incapacity cover (cost of average annual premium = £40).

Nursery staff only: Gross salary range = £27,246-£30,992. Hours of work = 37.5 per week. 34 days leave per year = £3,562-£4,052. Pension contribution = £2,043-£2,324, plus £90 and £40. Total benefit: £32,982-£37,499. Maintenance staff only: Gross salary range = £30,879-£35,124. Hours of work = 42.5 per week. 34 days leave per year = £4,038-£4,593. Pension contribution = £2,315-£2,634, plus £90 and £40. Total benefit: £37,362-£42,841.

Grade 6 S&C, Technical, General Grades, Catering

Gross salary range

£30,805-£37,174

Hours of work

36.25 per week, with part-time and other flexible working options available dependent on role.

Annual leave

25 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 39 days per year (£4,620-£5,576).

Pension

Automatic enrolment into our defined contribution pension scheme via Scottish Widows:

- You contribute 5% of your salary and UEA will contribute
 1.5 times this value. You can exceed this contribution if
 you wish and UEA will provide up to a maximum of 9%
 (7.5% employer contribution = £2,310-£2,788)
- Three times your salary life cover (cost of average annual premium = £90)
- Incapacity cover (cost of average annual premium = £40).

Total financial benefit: £37,866-£45,668

Nursery staff only: Gross salary range = £31,867-£38,456. Hours of work = 37.5 per week. 39 days leave per year = £4,780-£5,768. Pension contribution = £2,390-£2,884, plus £90 and £40. Total benefit: £39,167-£47,238. Maintenance staff only: Gross salary range = £36,116-£43,583. Hours of work = 42.5 per week. 39 days leave per year = £5,417-£6,537. Pension contribution = £2,708-£3,268, plus £90 and £40. Total benefit: £44,372-£53,519.

Grade 6 Academic and academic-related

Gross salary range

£30,805-£37,174

Hours of work

37.5 per week, with part-time and other flexible working options available dependent on role.

Annual leave

30 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 44 days per year (£5,213-£6,290).

Total financial benefit: £40,484-£48,855

Pension

Automatic enrolment into our USS defined benefit pension scheme which provides a guaranteed income for life. You contribute 6.1% of your salary and UEA will contribute 14.5%. The employer contribution is £4,466-£5,390 and this includes:

- Three times your salary life cover
- Incapacity cover.

Gross salary range

£38,249-£45,413

Hours of work

37.5 per week, with part-time and other flexible working options available.

Annual leave

30 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 44 days per year (£6,472-£7,685).

Total financial benefit: £50,268-£59,683

Pension

Automatic enrolment into our USS defined benefit pension scheme which provides a guaranteed income for life. You contribute 6.1% of your salary and UEA will contribute 14.5%. The employer contribution is £5,546-£6,584 and this includes:

- Three times your salary life cover
- Incapacity cover.

Grade 8

Gross salary range

£48,419-£55,755

Hours of work

37.5 per week, with part-time and other flexible working options available.

Annual leave

30 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 44 days per year (£8,148-£9,435).

Total financial benefit: £63,278-£73,274

Pension

Automatic enrolment into our USS defined benefit pension scheme which provides a guaranteed income for life. You contribute 6.1% of your salary and UEA will contribute 14.5%. The employer contribution is \pounds 6,981- \pounds 8,084 and this includes:

- Three times your salary life cover
- Incapacity cover.

Gross salary range

£57,422-£66,537

Hours of work

37.5 per week, with part-time and other flexible working options available.

Annual leave

30 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 44 days per year (£9,717-£11,260).

Total financial benefit: £75,465-£87,444

Pension

Automatic enrolment into our USS defined benefit pension scheme which provides a guaranteed income for life. You contribute 6.1% of your salary and UEA will contribute 14.5%. The employer contribution is £8,326-£9,647 and this includes:

- Three times your salary life cover
- Incapacity cover.

Grade 10

Gross salary range

£68,529-£72,691

Hours of work

37.5 per week, with part-time and other flexible working options available.

Annual leave

30 days bookable leave per year, in addition to eight statutory days and six customary days per year, providing a total of 44 days per year (£11,597-£12,301).

Total financial benefit: £90,062-£95,532

Pension

Automatic enrolment into our USS defined benefit pension scheme which provides a guaranteed income for life: You contribute 6.1% of your salary and UEA will contribute 14.5%. The employer contribution is £9,936-£10,540 and this includes:

- Three times your salary life cover
- Incapacity cover.

Benefits to help you get the balance right

Work-life balance

Our flexible working policy helps you to balance your commitments and interests outside of work with the requirements of your role. We support a range of flexible working practices for all our employees. In addition, employees on Grades 4–10 can work on a hybrid basis, where the role permits.

Family and care provisions

Our exceptional family and care leave supports you through life's events. It includes enhanced maternity and adoption pay plus 5 paid emergency dependency days. We also boast an onsite nursery with an outstanding Ofsted rating.

Health and wellbeing

We champion staff wellbeing and are committed to raising awareness of mental health to ensure you have a supportive work environment. We have a dedicated mental health awareness and support information hub, a UEA-wide Wellbeing Ambassador Programme, and a 24/7 helpline and resources available via our Employee Assistance Programme. Not forgetting the discounted membership you can enjoy at the UK's biggest indoor sport centre, Sportspark.

Personal and professional development

We facilitate a range of impactful development opportunities including in-house coaching and mentoring plus access to LinkedIn Learning for a wide range of resources to support personal growth. We pride ourselves on our live workshops delivered across academic and professional services staff groups, as well as our leadership and management apprenticeships and Leading at UEA Programme.

Travel discounts

Claim money off travel with public transport discount schemes, our Cycle to Work scheme and Carshare Scheme.

General financial wellbeing

We offer financial benefits to help you shave money off your daily spending and save for the future, as well as providing support for individuals in times of need. In partnership with Vivup, we give you access to a huge range of discounts across major retailers and our Employee Hardship Loan scheme provides eligible employees with an interest-free loan to assist with short-term financial difficulties.

A unique campus environment

Working in a beautiful green-flag accredited campus can bring a sense of calm or help to reinvigorate you during the working day. We are home to Nick Rayns' LCR where some of the biggest names in music have played and even benefit from a world class museum, Sainsbury Centre. With access to thousands of books and DVDs at the Library and a range of cafes and restaurants, there really is something for everyone.

Community, connection and inclusivity

UEA is a unique and inclusive community of students and staff. We work closely with colleagues at the Norwich Research Park and engage with partners across the region in line with our commitments under the UEA Civic Charter. Our eight staff networks provide employees with a relaxed space to socialise and seek support, as well as contributing recommendations to improve EDI practices. It's vitally important that we encourage our staff to have a voice – we undertake pulse surveys, arrange focus groups and hold staff forums.



CONTACT US

If you have any questions or require further information, please get in touch with our **Reward and Career Enablement Team**

reward@uea.ac.uk