

Relocating new staff to The University of Manchester

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www.crownrelo.com



Plan every step of your relocation with our helpful guide

Welcoming you to Manchester

The University of Manchester has a welcoming community of more than 11,000 employees that embraces everyone – from local talent (we are one of the North West's top employers) to global experts looking to make things happen in their field of expertise.

We've partnered with Crown Relocations to provide a professional relocation service, easing the transition of our new staff and their families into their new country, city and home. We're confident that Crown's expert and professional service will provide a valuable addition to the resources which the University can offer you as you embark on an exciting career with us.

We look forward to you joining The University of Manchester and wish you all the best in your relocation.

Karen Heaton,
Director of Human Resources
The University of Manchester







Preparing for your move

Advance preparation is the secret to success

In 50 years of helping people to relocate, Crown's learnt what makes a successful relocation.

Our Move Managers around the world all agree that the most important thing is to have a plan and stick to it. Even if you've moved before, it's worth getting into an organised frame of mind. Our check lists will help ensure nothing is forgotten.

Checklist

- If you're moving with children, start researching schools or day care. We are well equipped to help support school searches so please get in touch with your Move Manager, who will be more than happy to help.
- Finances – if you're not with an international bank, you may need to consider moving accounts.
- Decide what to do with your car – if it's not safe being shipped, start planning its sale.
- Get all your important documents in order – driver's license, birth and marriage certificates, dental and medical records.
- Make sure you've completed your CrownCare application, along with any customs forms and return them to Crown at least five days before moving.
- Check any electrical items to ensure they are compliant for use in your new country.
- Start to de-clutter your house – it's a great feeling.
- Begin to reduce food and alcohol stocks and use up any frozen goods.
- You may need a handyman to assist with any repairs before you vacate your home.





A final check

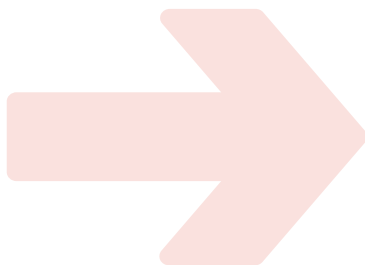
Who else needs to know?

There's always a long list of people you need to inform about your relocation. Prioritise the vital ones – in particular, health and insurance bodies, organisations, companies (in many cases, you will need to obtain records or certificates).

Many organisations can be informed after you've left, and there are others that will enable you to update your records online. Make a list and categorise them.

Checklist

- If you've altered your list of what's being shipped you may need assistance with storage. Please contact your Move Manager.
- Dispose of any hazardous goods such as paint, ammunition, flammables, aerosols, oils, chemicals and gas cans.
- Ensure you have closed any accounts or subscriptions for goods and services.
- Have you contacted all utility providers and confirmed dates for disconnection of services?
- You should have contacted your post office and arranged for mail forwarding.
- Ensure any items not going have been removed or clearly separated from your shipment.
- All outdoor items should have been thoroughly cleaned including sporting goods, camping equipment, bikes, lawn mowers and garden tools.
- Empty and disconnect refrigerators, freezers and washers at least 48 hours prior to moving.
- If possible, it may be best to have someone look after your children on moving day.



Services available



Pre-assignment visit

Crown organises fully-accompanied pre-assignment visit programs to provide an in-depth introduction to the host location. Tailored to meet your needs, specific interests and to address concerns regarding housing, the community and lifestyle. The program is ideal for those who are considering employment with The University of Manchester wishing to learn about the new host location.

Pet relocations

As a Crown customer you can be rest assured that your pet's relocation will be managed by caring, knowledgeable and compassionate handlers. Crown utilises a network of dedicated pet transfer specialists to manage all special travel requirements, relevant customs and medical regulations, and guides you through these details so you can feel confident that your pet(s) will enjoy a safe and successful relocation.

Transit protection

Crown's all-inclusive CrownCare transit cover has been developed to give you peace of mind. The coverage is fully comprehensive and the broadest available in the relocation industry, with either full lump sum cover or detailed valuations, which includes many options not generally included in other transit policies.

Settling in service

Crown's tailored and fully accompanied 'post arrival settling in' program provides an in-depth introduction to your new neighbourhood. Typically conducted post arrival, the program is designed to ensure you and your family settle as quickly as possible. Each program is tailored to meet individual needs.

Long term storage

Crown has more than 3.2 million square feet of warehouse space. Our warehouse facilities feature modern protection systems from fire, pests, water and theft - staffed by expertly trained teams to ensure appropriate care for all stored items.

Tenancy management

Subsequent to securing a longer term rental property, Crown takes over 'management' of the Residential Tenancy Agreement, providing streamlined management of tenancy issues and peace of mind whilst you're on assignment.

Educational support services

This is a specialised service to research and help select the most suitable schools, school systems and curriculums in the destination area based on the student's profile, compiled from a needs assessment and interview.

School search

Crown will make appointments for visits to schools, help you to evaluate the schools in order to choose the right one, and provide guidance on and support with the enrolment/admission process.

Temporary accommodation

Crown will work with you to ascertain your individual accommodation needs, and coordinate all bookings for short-term motel/hotel/serviced apartment style accommodation in accordance with the established relocation policy, budget and local market availability.

Intercultural training

Crown's customised intercultural training programs help to develop your cultural awareness and understanding. These programs ensure a more positive international working experience, whether at home or on assignment – helping to integrate and reduce the risk of 'culture shock'.

Travel services

Crown counsels the employee on the University's travel policy, gathering your travel needs and providing these requirements to the travel company provider who will make the arrangements.

Airport transfer

Crown will work with you to organise a transfer from the airport to temporary accommodation, office or new residence – helping to reduce stress and provide a streamlined arrival into a 'foreign' location.

Immigration service

While the actual visa application process varies from country to country, Crown ensures the key requirements are managed, helping to make the process as smooth as possible.

Partner support program

Crown delivers a total career support program for partners accompanying you on assignment. The aim is to assist your partner in settling down in their new community and life.

Departure assistance

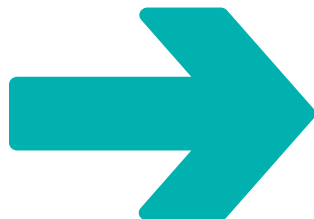
Crown's personalised departure assistance program is designed to assist you exit a rental property with a minimum of effort or at short notice.

Language training

The ability to speak the local language is a critical component to successful host country adaptation. Crown can offer flexible schedules and customisation programs post arrival.

Home search

This program is designed to streamline the house-hunting process and ensure you secure quality housing appropriate to your needs, lifestyle and housing allowance/budget.





Want to know about Manchester?



Manchester's unique character comes from its pioneering past; this is the place where the Industrial Revolution really took hold. The city grew dramatically in the 19th century on the wealth created by cotton, with its amazing Victorian civic buildings, mills and factories.

But it's not all about industry. With events, facilities and attractions to suit every lifestyle, Manchester is lively and culturally diverse. With a reputation for setting the pace in sport, culture and industry, most British people regard Manchester as the UK's second city and was voted the best city in the UK to live in – and 51st in the world – in the 2013 Global Liveability Survey.

From modern art to classic masterpieces, from the campaign for social justice to the history of football, the city has an impressive range of museums and galleries. Manchester takes sport seriously, whether it's competing in football's Premier League or training for the next Olympics at the National Cycling Centre.

Getting around Manchester and to the rest of the UK is made easy by the city's tram, rail and road connections. Indeed, you can travel even further thanks to the city's international airport.





Things to do, places to see

Even if you have visited Manchester several times or lived in the city for years, there is always something new to discover.

There's always something going on in Manchester, whether it's a Premiership football match or a high-profile musician performing in one of the city's many venues. The buzz of the city is contagious, new bars and restaurants are opening every week. If you don't fancy submerging yourself into the hype of the city, then there are plenty of green spaces where you can relax, read the local paper and enjoy the local café culture.

One of the best things about the city is its diversity. Ultra-modern buildings share Manchester's skyline with imposing neo-Gothic structures such as the Town Hall. Its multicultural population means there's a Chinatown, a Curry Mile and a gay village.

Manchester Cathedral

Located just behind one of Manchester's busiest shopping areas, this cathedral dates back to 1215, offering a peaceful retreat from the city's bustle. The stained glass and intricate carvings are impressive, and look out for the Angel Stone – evidence of an early Saxon church in the city that dates back to around 700.

Manchester Art Gallery

In the heart of the city centre, this grand pillared building houses a varied selection of art. Families will enjoy the Clore Art Studio and should look out for free resources, such as explorer tool-belts and family backpacks.

Museum of Science and Industry

Learn all about Manchester's industrial and scientific past in this museum in Castlefield. Five listed historical buildings contain everything from a Victorian sewer to an air and space gallery. Allow plenty of time to look around.

John Rylands Library

Built by the wife of the successful cotton merchant John Rylands to commemorate her husband, this library first opened to the public in 1900. The imposing neo-Gothic building and its interiors – with moulded plasterwork, elaborate vaulted ceilings, stained glass and a beautiful, still-in-use reading room – are impressive enough to warrant a visit on their own.

National Football Museum

Home to two of the UK's most famous football teams, Manchester is the perfect city to play host to the National Football Museum. In a futuristic building in the city centre, this attraction will appeal to fans of all ages.

Kids (and adults) will love the interactive Football Plus experiences such as a penalty shootout challenge, the chance to record your own Match of the Day commentary and the opportunity to have your picture taken holding the Premier League trophy.

Need more information? Look no further

Crown useful contacts

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Come and see us

Simon Building, 2nd Floor
– building 59 on the campus map.

Other HR related enquiries

Use askHR as your first port of call for day-to-day HR enquiries. Don't forget to visit www.staffnet.manchester.ac.uk/ask-hr

You'll find the answer you need, plus links to useful HR guidance and policies.





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