Induction Programme
College of LES - Welcome
Aims of the Session

- Understand the University/College structure and who to go to for help
- Navigate the key processes and procedures of: HR, Finance, Health and Safety, Research Support
- Ask Questions
How the University is Structured

- 5 Colleges
  - Arts & Law
  - Life and Environmental Sciences
  - Medicine & Dentistry
  - Social Sciences
  - Engineering & Physical Sciences
How the University is Structured

- Corporate Services, College and Centrally based
  - HR (recruitment and advice)
  - Finance (including research finance support)
  - IT
  - Alumni
  - External Relations, Marketing and Admissions

https://intranet.birmingham.ac.uk/les/our-staff/index.aspx
Academic Management Structure for the College
https://intranet.birmingham.ac.uk/les/college-services/index.aspx
Important stuff

- Mandatory training: Data Protection, Fire Safety Training, Information Security
- Induction checklist: see for further training
- Health and Safety Induction checklist
- Tier 4 training for attendance
- Recruitment & Appraisal training
- College Staff Handbook

www.canvas.bham.ac.uk (for DPA, Information Security and online Health and Safety course)
https://intranet.birmingham.ac.uk/staff/development/opportunities/Course-Content/Fire-safety-training.aspx
https://intranet.birmingham.ac.uk/les/index.aspx
https://intranet.birmingham.ac.uk/as/studentservices/international/staff/training/tier-4-training.aspx
https://intranet.birmingham.ac.uk/les/les-induction/index.aspx
https://intranet.birmingham.ac.uk/staff/development/opportunities/Recruitment--Selection.aspx

The checklists can also be found on the College intranet under my College induction/my induction.
General Information

- IT service desk
- Meeting Rooms
- POD for training
- Closed days
- Bus/Rail Pass

https://universityofbirmingham.service-now.com/itgateway/welcome.do
https://lesrooms.bham.ac.uk/day.php?year=2012&month=08&day=09&area=8&room=24
for College rooms
https://webroombooking.bham.ac.uk/RoomBooking/current_academic_year/Login.aspx?ReturnUrl=%2fRoomBooking%2fcurrent_academic_year%2fdefault.aspx
For centrally bookable rooms – use your normal staff log on
Interactive map https://www.birmingham.ac.uk/contact/directions/map.aspx
https://intranet.birmingham.ac.uk/finance/payroll/Season-Tickets.aspx
https://intranet.birmingham.ac.uk/hr/Time-and-Attendance/Absences/Closed-days.aspx
HR information

- Staff Web Profiles
- Recruitment of staff
- Absences
- Payslips
- Annual and other types of leave
- CORE

https://intranet.birmingham.ac.uk/les/handbook/s.aspx
https://intranet.birmingham.ac.uk/les/handbook/a.aspx

https://intranet.birmingham.ac.uk/les/handbook/s.aspx - see S for staff profiles
https://intranet.birmingham.ac.uk/les/handbook/c.aspx – see College post approval group for recruitment of staff
https://intranet.birmingham.ac.uk/les/handbook/a.aspx – See Attendance for absences
CORE can be found in the blue circle on the desktop or at www.uobcore.bham.ac.uk
To access off campus you need to be registered for remote access.
Finance information

- Ordering items
- Expenses
- Credit card purchases
- Key Travel

https://intranet.birmingham.ac.uk/les/handbook/p.aspx – see procurement
Or for more detailed procurement guidelines see:
https://intranet.birmingham.ac.uk/finance/procurement/index.aspx

https://intranet.birmingham.ac.uk/finance/A-Z-Forms.aspx
https://intranet.birmingham.ac.uk/has/sustainable-travel/Key-Travel-for-business-travel.aspx
Research Support

- College Pre-award team
- Research Data Management
  - Research Data Store
  - BEAR DataShare
- Worktribe Grant Management System

https://intranet.birmingham.ac.uk/les/college-services/index.aspx
https://intranet.birmingham.ac.uk/as/libraryservices/library/research/rdm/index.aspx
https://intranet.birmingham.ac.uk/as/libraryservices/library/research/rdm/index.aspx – research data management
Questions