



UNIVERSITY OF
BIRMINGHAM

COLLEGE OF LIFE
AND ENVIRONMENTAL
SCIENCES

Induction Programme

College of LES - Welcome



Aims of the Session

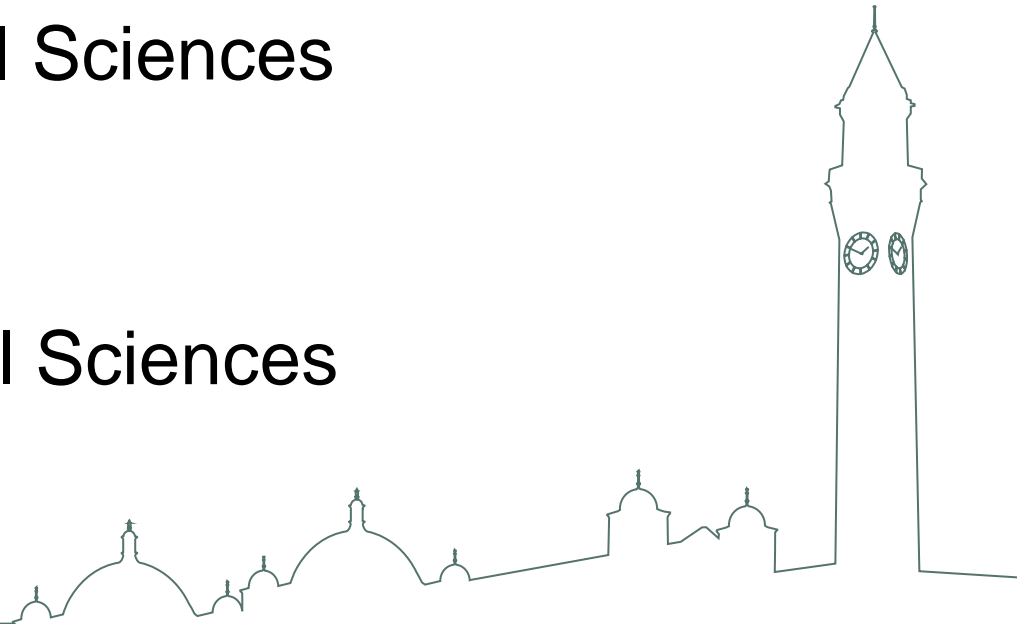
- Understand the University/College structure and who to go to for help
- Navigate the key processes and procedures of: HR, Finance, Health and Safety, Research Support
- Ask Questions



How the University is Structured

□ 5 Colleges

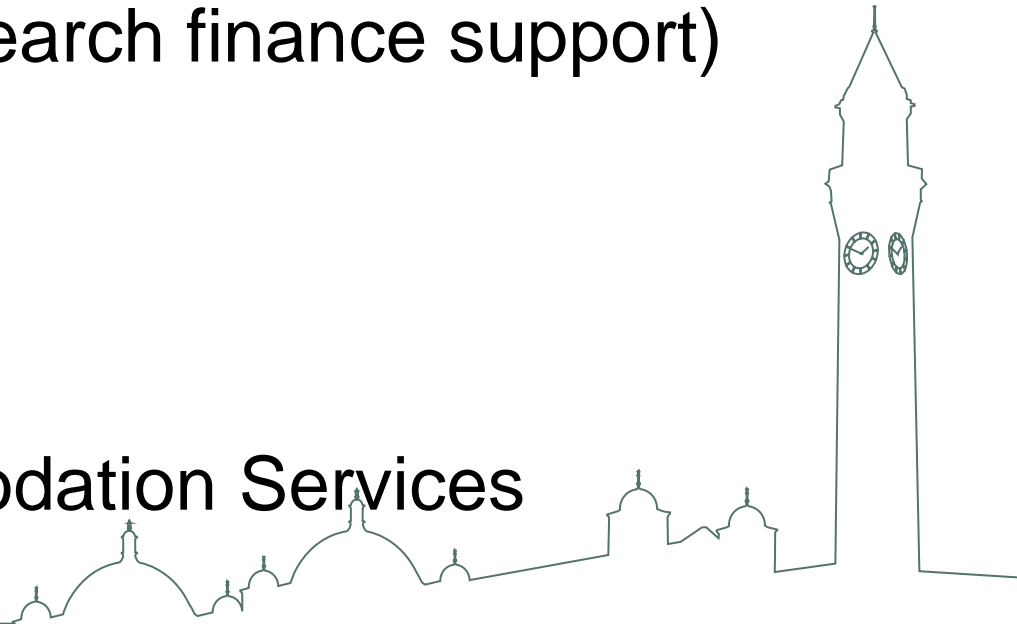
- Arts & Law
- Life and Environmental Sciences
- Medicine & Dentistry
- Social Sciences
- Engineering & Physical Sciences



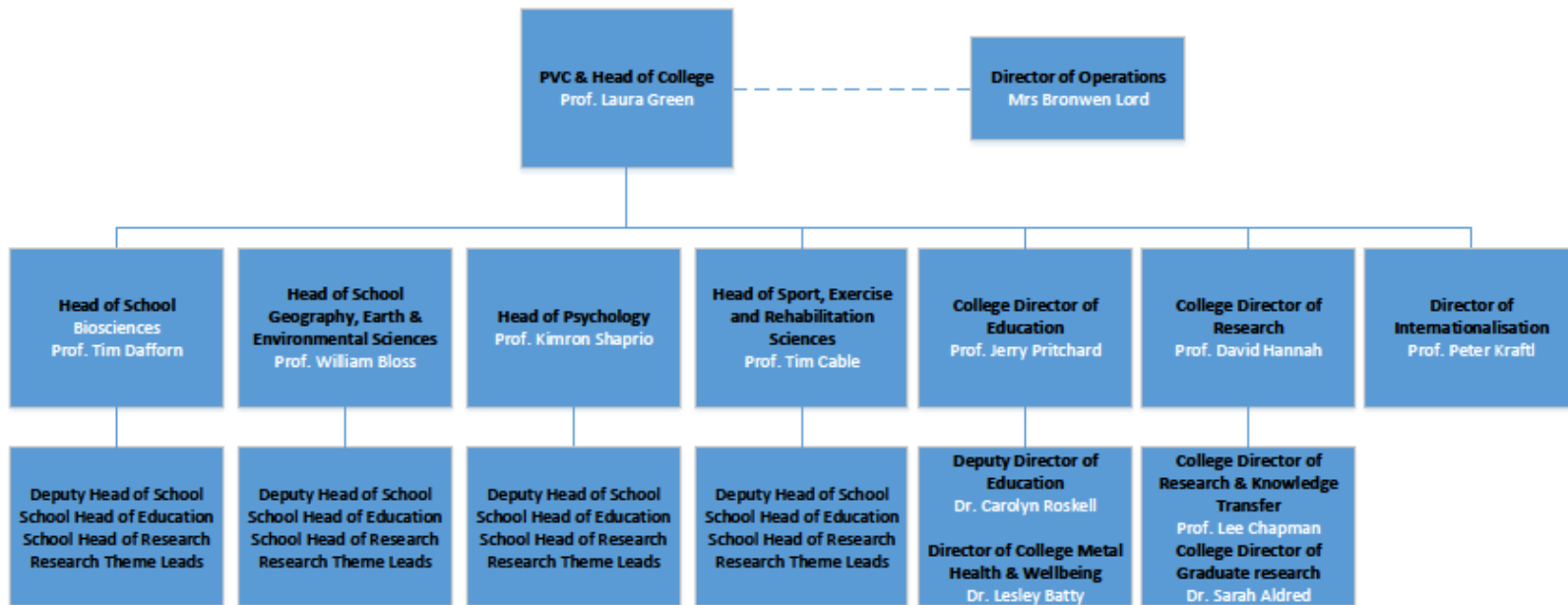
How the University is Structured

□ Corporate Services

- HR
- Finance (including research finance support)
- IT
- Registry
- Alumni
- External Relations
- Hospitality & Accommodation Services



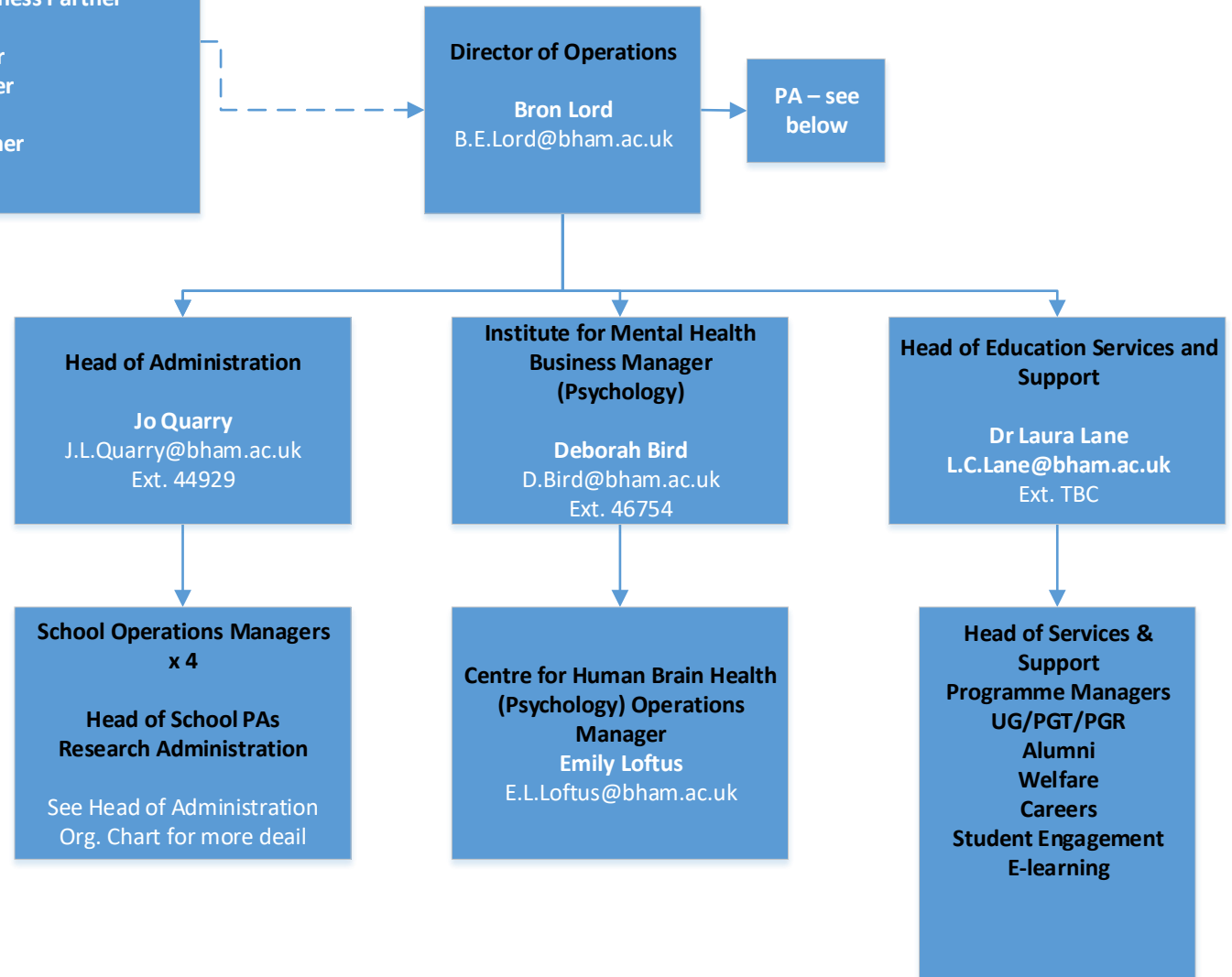
Academic Management Structure for the College



College Business Partners – see Business Partners Org. Chart

Finance Business Partner
Planning Business Partner
Marketing and Communications Business Partner
Academic Policy Partner
Research Support Partner
IT Services Business Partner
DARO Business Partner
Life Sciences Business Partner
HR Business Partner

Professional Services Organisation Chart – Part 1



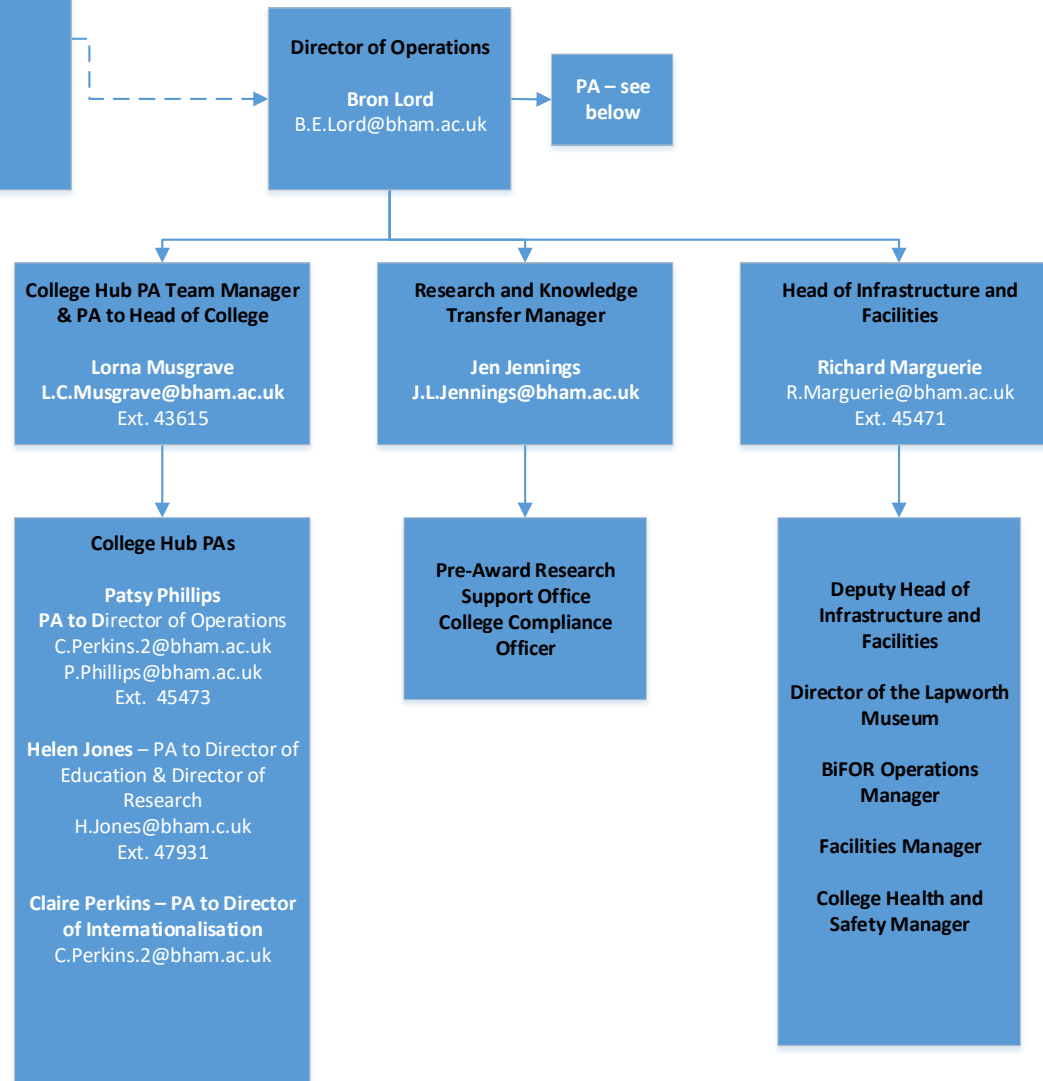
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College Business Partners – see Business Partners Org. Chart

Finance Business Partner
Planning Business Partner
Marketing and Communications Business Partner
Academic Policy Partner
Research Support Partner
IT Services Business Partner
DARO Business Partner
Life Sciences Business Partner
HR Business Partner

Professional Services Organisation Chart – Part 2



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Important stuff

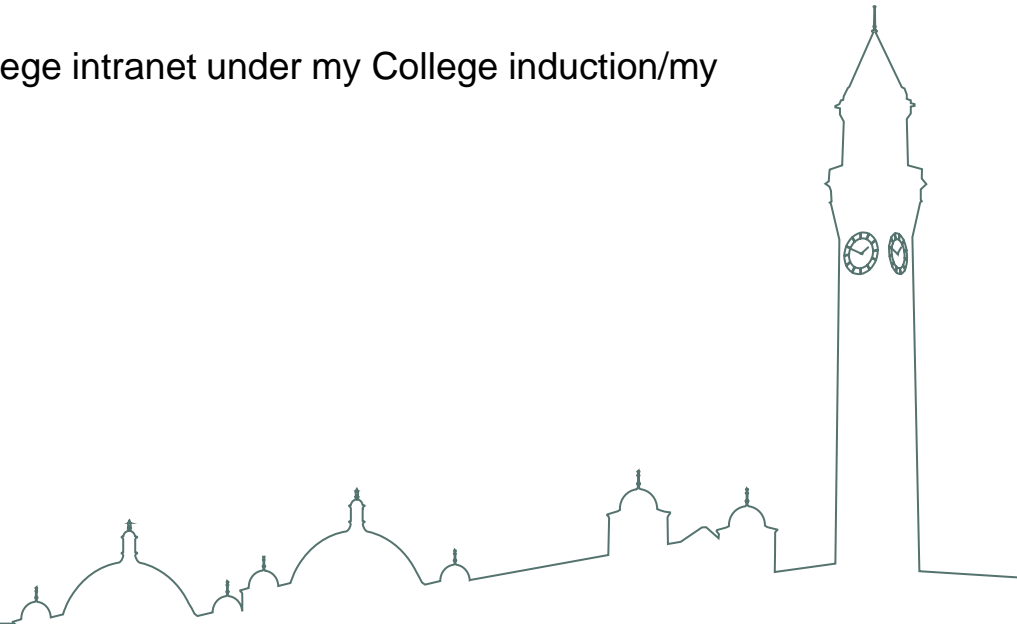
- Mandatory training: Data Protection, Fire Safety Training, Information Security
- Induction checklist: see for further training
- Health and Safety Induction checklist

- College Staff Handbook



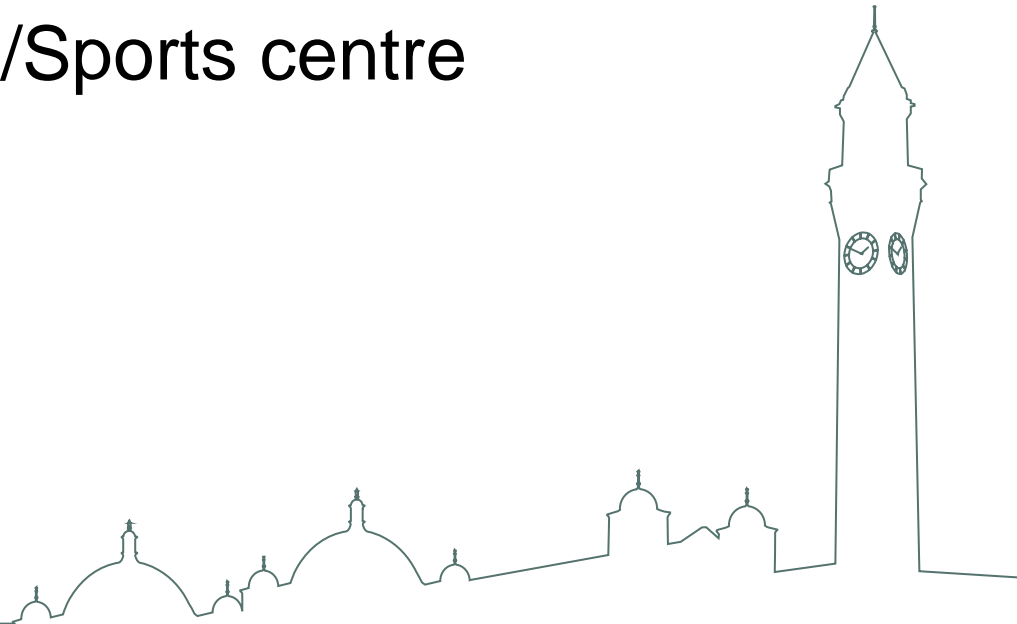
Links to previous slide

- www.canvas.bham.ac.uk
<https://intranet.birmingham.ac.uk/staff/development/opportunities/Course-Content/Fire-safety-training.aspx>
- <https://intranet.birmingham.ac.uk/les/index.aspx>
- The checklists can also be found on the College intranet under my College induction/my induction.



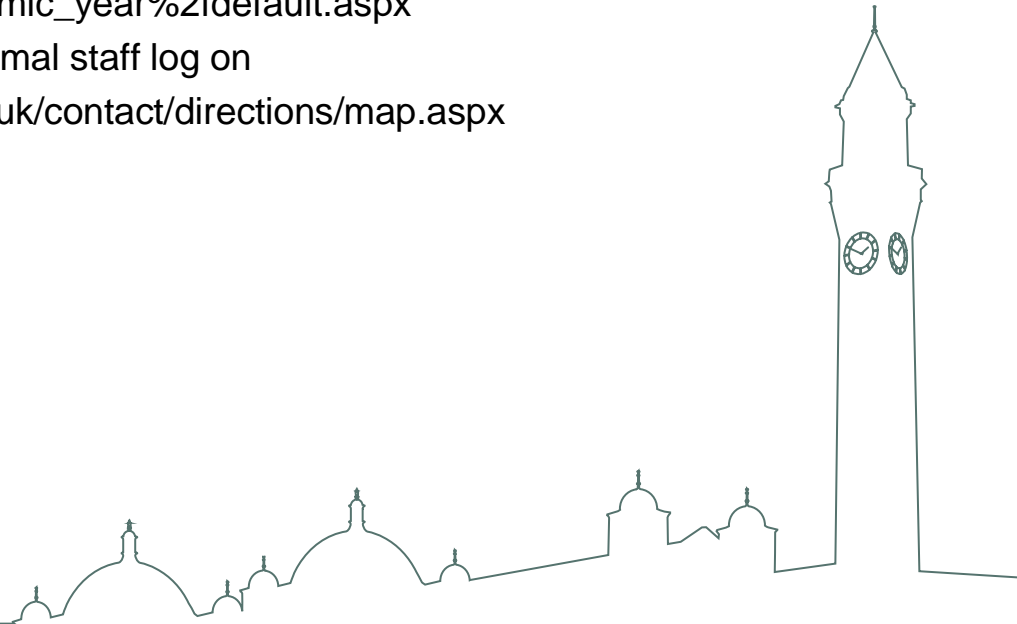
General Information

- IT service desk
- Meeting Rooms
- Access to ATMs/Food/Sports centre
- ID card



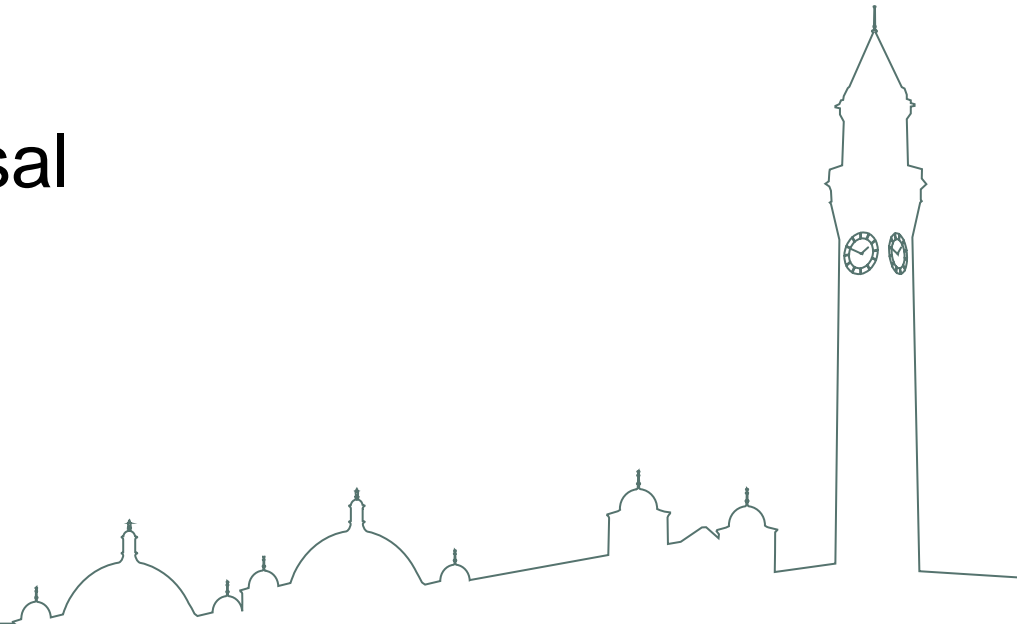
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- <https://universityofbirmingham.service-now.com/itgateway/welcome.do>
- <https://lesrooms.bham.ac.uk/day.php?year=2012&month=08&day=09&area=8&room=24> for College rooms
https://webroombooking.bham.ac.uk/RoomBooking/current_academic_year/Login.aspx?ReturnUrl=%2fRoomBooking%2fcurrent_academic_year%2fdefault.aspx
- For centrally bookable rooms – use your normal staff log on
- Interactive map <https://www.birmingham.ac.uk/contact/directions/map.aspx>



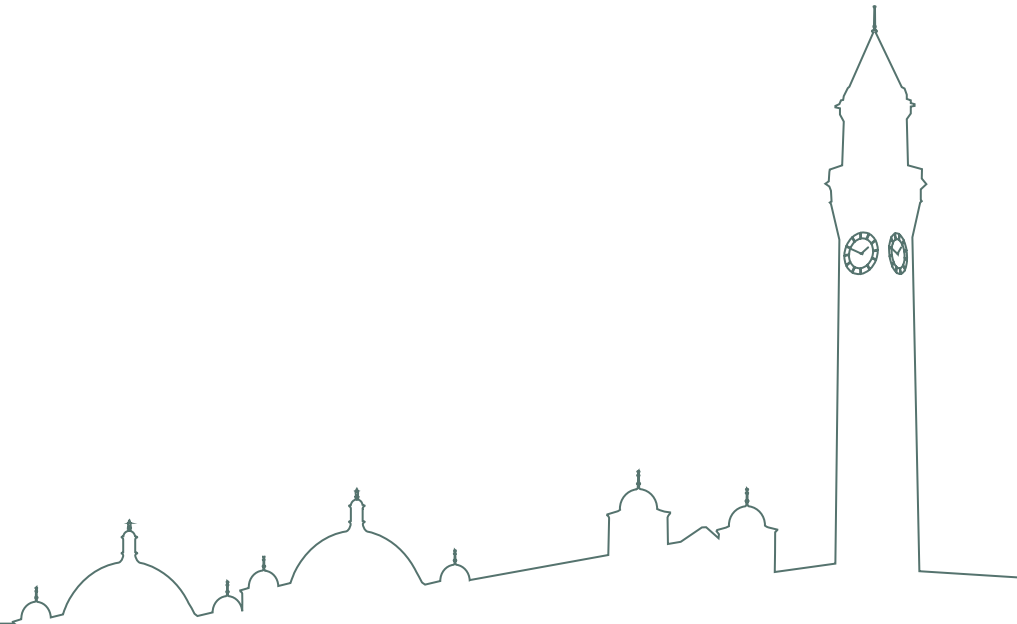
HR information

- Staff Web Profiles
- Recruitment of staff
- Absences
- Probation and Appraisal



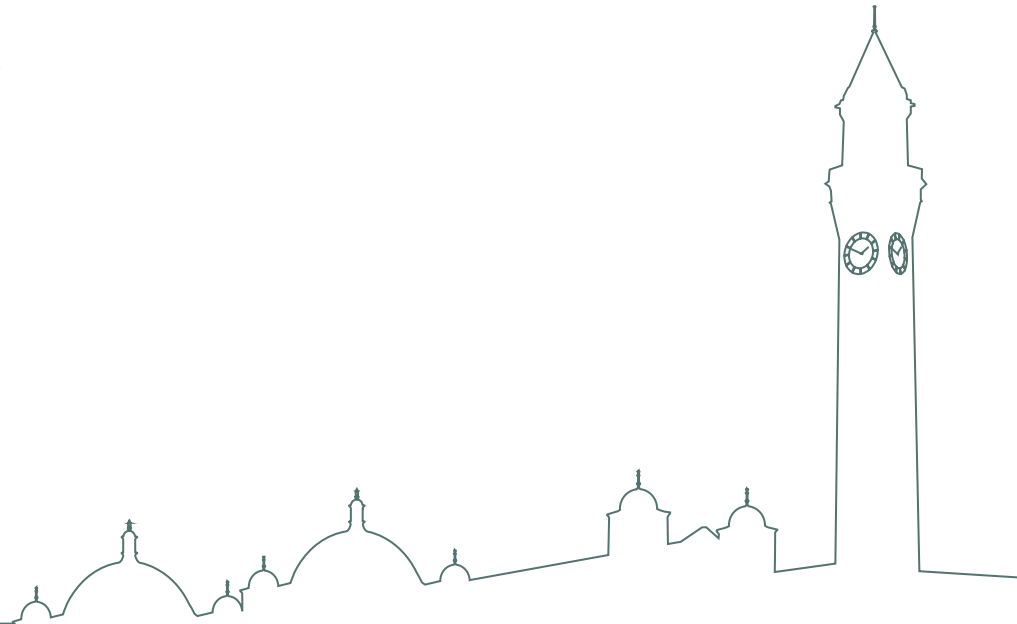
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- <https://intranet.birmingham.ac.uk/les/handbook/s.aspx>
<https://intranet.birmingham.ac.uk/les/handbook/a.aspx>



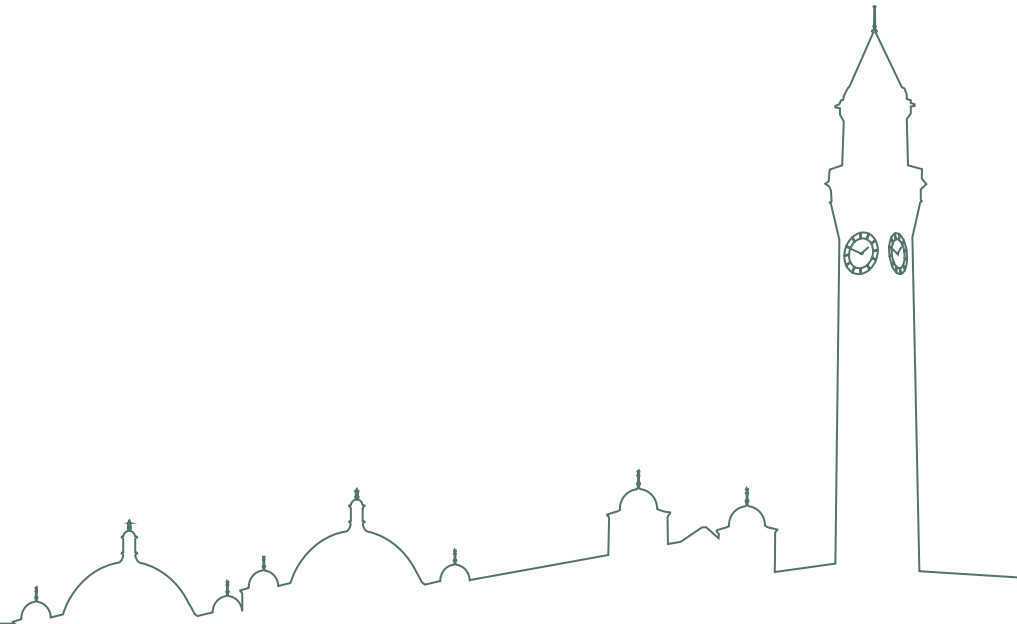
Finance information

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



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- <https://intranet.birmingham.ac.uk/les/handbook/p.aspx>



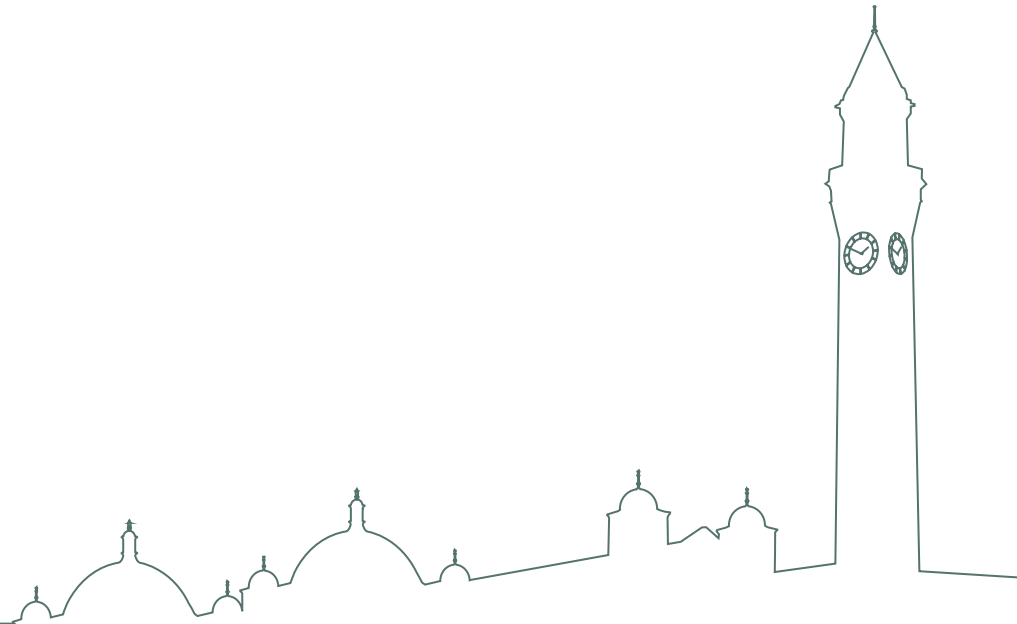
Research Support

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



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- <https://intranet.birmingham.ac.uk/les/college-services/index.aspx>
- <https://intranet.birmingham.ac.uk/as/libraryservices/library/research/rdm/index.aspx>



Questions

