



# UNIVERSITY OF BIRMINGHAM

**College of Life and Environmental Sciences**

**Induction pack**

*Insert name*

*Role*

# College of Life and Environmental Sciences

## Induction Programme

**Name**

**Role**

**Room No:**

**Tel No. Internal:**

**Tel No. External:**

**Email Address:**

**Line Manager:**

**Peer/Buddy (if applicable):**

**Mentor (if applicable):**

**College Induction** – You are to attend a 1 hour meeting to be held **XXXXX** which will cover the key aspects of any: Financial transaction, HR, research support and health and safety. These meetings are set up for all new staff to acclimatise them to the University.

### How to use this booklet:

Your personalised induction booklet provides key information about the College of Life and Environmental Sciences/School of **XXXXXXXXXX** for use during your first few weeks. It will be issued to you in a hard copy but you will find a generic electronic version of this booklet for your ongoing use on the College Induction site.

In addition to your local induction, you will be given the opportunity to attend a University-wide induction event which will provide you with more information on the University Services and functions, as well as providing you an opportunity to meet with other new colleagues and key personnel.

Words that appear in [underlined](#) by have hyperlinks to further reading.

### Your first few days at the University:

On your first day at the University, you should report to **XXXXX** in building **XXXXX** (*see attached campus map*). Your line manager (or nominee) is responsible for your induction and you should expect your first few days to include:

- Introduction to your work environment
- University ID card issued
- Your IT and phone access set up and explained
- You will be given keys to your office and other School spaces as appropriate
- An opportunity to meet your immediate work colleagues
- Hours of work/attendance will be discussed

- Food and drink outlets will be pointed out to you
- Your role will be explained/you will start to discuss your probationary requirements
- A meeting with your line manager/supervisor/Head of School
- You may receive a tour of the building you will be working in
- A health and safety briefing will be carried out

**Induction checklist**

There is a short induction checklist for each category of staff (one was included in your welcome letter) and one is included here, it can also be found on the intranet. They cover essential aspects of your induction that your line manager (or nominated person) should cover with you. There are slightly different versions for different categories of staff:

- Academic staff
- Professional Services staff
- Research staff

Please take note of the mandatory training courses and other courses that you may need to complete. You can discuss these with your line manager. There is also a checklist of key people you may want to meet. Some of the meetings will already be set up for you and will be included in your pack on the sheet below:

**Meeting new colleagues:**

Over the coming weeks and months, you will meet a number of colleagues from the School and College. Your induction programme might contain a schedule of ‘meet and greet’ appointments designed for you and your role. The schedule is not exhaustive and you should feel free to arrange additional meetings.

Name of Colleague	Position in School/College	Meeting date and time	Location

Your induction is part of a continuum of support that continues through your probationary period and into the annual performance development review process.

**Welcome to the College of Life and Environmental Sciences**

The University of Birmingham provides a unique campus experience, for more information visit UoB Campus Experience. The University is structured into five colleges, each of which is divided into a number of Schools. The five colleges are:

- Arts and Law (CAL)
- Engineering and Physical Sciences (EPS)
- Life and Environmental Sciences (LES)
- Medical and Dental Sciences (MDS)

- Social Sciences (COSS)

The College of Life and Environmental Sciences brings together over 550 academic staff (including postdoctoral staff) and around 173 professional services staff. The College is made up of four Schools:

- Biosciences
- Geography, Earth and Environmental Sciences
- Psychology
- Sport, Exercise and Rehabilitation Sciences

### **About the College of Life and Environmental Sciences**

Dedicated to exploring and learning about the diversity and evolutionary challenges of life in all its forms, Life and Environmental Sciences has:

- Internationally-recognised strength in teaching and research
- Exciting initiatives in new fields of study
- Effective collaboration between schools
- Excellent research facilities

The College of Life and Environmental Sciences uses training, fieldwork and excellent facilities to enable students to learn generic and discipline-specific skills while studying exciting topics – ranging from ecology through to cancer research and forensic psychology.

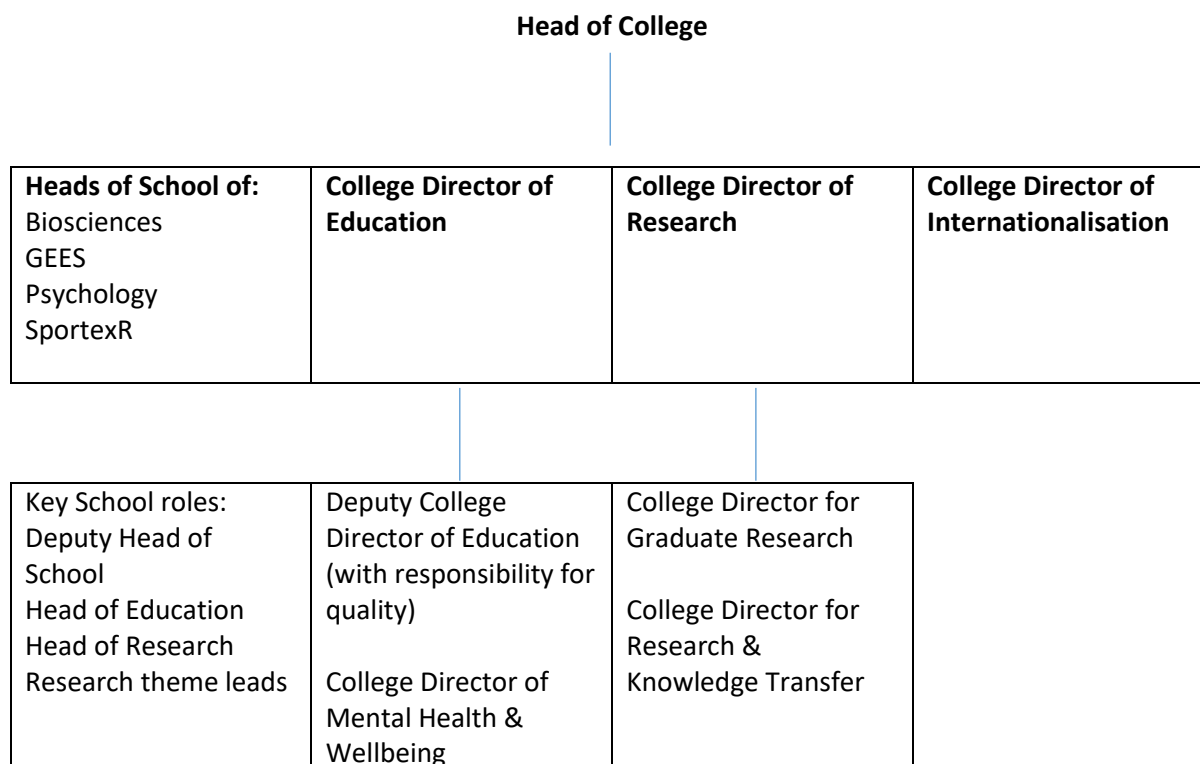
More information on the Colleges and the Schools can be found at:

<https://intranet.birmingham.ac.uk/les/schools/index.aspx>

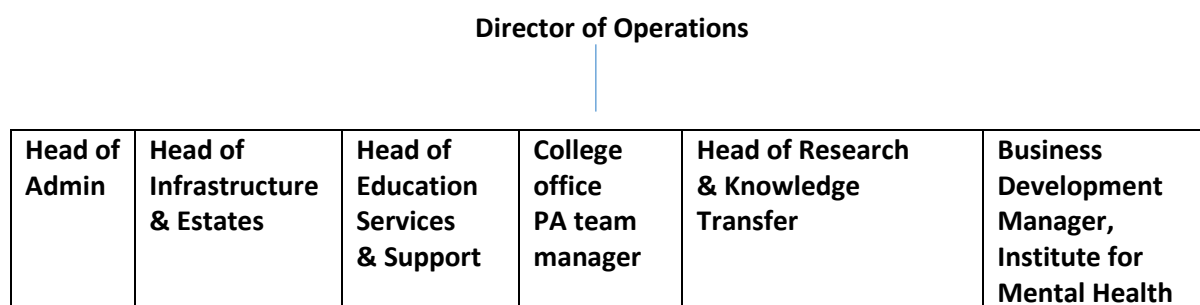
## How the College is organised

The College is made up academic and research staff and professional services. An overview is given below:

### Academic and Research Staff structure



### Professional Services Staff Structure



### Business Partners

All of the Colleges have a number of Business Partners who are part of Professional Services but who sit within Corporate Services but they are heavily involved in the running of the College. These comprise of:

- Marketing & Communications
- Finance (transaction processing)
- HR
- IT

Strategic Planning  
 Finance (strategic)  
 Business Engagement  
 Higher Education Futures Institute

Further details can be found on the [College intranet](#) along with [organisation charts](#) descriptions for the different teams

### Key information

Central Switchboard	0121 414 3344 (internal 43344)
Security (in an emergency)	44444
Sickness absence monitoring line (for all categories of staff)	0121 414 4911
<a href="https://intranet.birmingham.ac.uk/les/documents/staff/policy/Workflow-for-absence.sickness-reporting.pdf">https://intranet.birmingham.ac.uk/les/documents/staff/policy/Workflow-for-absence.sickness-reporting.pdf</a>	

Canvas	Access to canvas is using your central username. This is the online portal for student course information/assignments etc. <a href="http://www.canvas.bham.ac.uk">www.canvas.bham.ac.uk</a>
Car parking	There is a fee for parking at the University. Access to barrier-controlled areas on campus is controlled by using your staff ID card and is charged at either a flat rate of £1 per day or by a fixed monthly fee. Alternatively, you can pay at the pay and display car parks. All staff should obtain a parking permit to park on campus.  <a href="https://intranet.birmingham.ac.uk/has/sustainable-travel/car-parking.aspx">https://intranet.birmingham.ac.uk/has/sustainable-travel/car-parking.aspx</a>
Computer Access	Your computer access will have been set up prior to your arrival but if there are, any issues speak to your line manager. Remember to lock your computer when it is unattended.
Data Protection & General Data Protection Regulation	All staff and students are under a general duty to comply with the Data Protection Act. There is a compulsory on-line course that must be completed and your line manager should ensure you do this. Details are on your induction checklist and the course can be found: <a href="http://www.canvas.bham.ac.uk">www.canvas.bham.ac.uk</a>
IT support	All requests and faults should be put through the University's IT service desk using the shortcut on your desktop normally the URL is in the right hand corner. You may request laptops/additional computer services (including hardware and software) through this shortcut if you have the

	<p>available funds. There is also desk in the reception area of the main library where you can go to get help in person or you can call 47171.</p>
Meeting Rooms	<p>Each School holds a small amount of space for meetings and the way to book them varies.</p> <p><a href="#">Biosciences/GEES/Psychology room bookings</a> - use your normal University login SportexR – contact David McIntyre, <a href="mailto:D.B.MCINTYRE@bham.ac.uk">D.B.MCINTYRE@bham.ac.uk</a></p> <p>There are a also rooms available in Schools and around the campus which are primarily used for teaching but can also be booked for ad hoc meetings. Access campus room bookings</p> <p>Use your normal ADF password. Note some rooms are restricted to people in their own College only. You will need to await confirmation from room bookings.</p>
Mybham log in	<p>My.bham is the portal to a wealth of resources at the University for current students and staff. Login using your central University username and password to have access to all your online services including email, news and information.</p>
Pay Day	<p>Payday is the day before the last working day of every month, except in August when the payment is on the Friday before the bank holiday, or the last but one working day, whichever is earlier. At Christmas, payment will also be made before the University breaks up for the Christmas break. See <a href="#">payments to staff</a> for the dates.</p>
Personal Development Review (Professional Services) or Annual Review (for academic and research staff)	<p>All staff take part in a development review once a year. This provides an opportunity to have a productive discussion with manager (or nominee) about their performance and their development needs. It can also be around recognising and rewarding excellence.</p>
Pigeon hole/post	<p>You will be allocated a pigeonhole for letters and parcels. Your line manager (or nominee) will advise where this is</p>
Printing and Photocopying	<p>The University operates a managed follow me printing system and you will have access to this. You will need your ID card. Ask your line manager for printer location.</p>
Probation	<p>During probation, you are learning about the role. Advice and information on the role should be available during probation from your manager or mentor, is assigned.</p>

Staff ID card	You will find that many of the buildings have swipe access to it is advisable to carry your ID card with you at all times. You will also need to swipe to be able to use managed print services.
Stationery	You will be provided with a small number of items when you arrive. To order any further items please speak to your line manager about whom to contact.
Telephone	Dial 9 for an outside line. To make an internal call dial the last 5 digits of the number. All telephones are equipped with voicemail and instructions can be found on the IT Telecommunications intranet page.
Tier 2, Tier 4 and Tier 5. Sponsored employees and overseas students	If you are a member of staff who has a Tier 2 or Tier 5 visa the University has an obligation to report weekly to the Home Office whether you are absent without permission. The Head of School PAs will contact you weekly, you must respond promptly. The University also sponsors overseas students who arrive with a Tier 4 visa. If you are working with students and the programme administrative staff contact you to collect information on the students attendance you must respond promptly.

### **An Important message about Health & Safety**

We are all responsible for health and safety in our workplace whether we are lab based or office based. We need to have a duty of care to all of our colleagues, visitors and students. We can only do this by having a collaborative and inclusive approach. You will find a Health and Safety checklist in this pack which you should work through with your line manager in the first week or so of your new role. If you have any specific health and safety responsibilities then your line manager should be able to advise who you need to contact and what the process is. There is more information on the health and safety in the [College handbook](#) which will also point you to the main University Health and Safety Office. Depending on your role you may be invited to a further specialist Health and Safety and Scientific Facilities induction meeting.

Enclosed:

Welcome letter (on email)

Induction checklist

Health & Safety checklist