Staff Culture Book: The University Induction Handbook

Human Resources and Organisation Development
Welcome

As a new and valued member of staff, we would like to take this opportunity to welcome you to the University of Stirling. In joining the University, you are joining a renowned institution that will provide the opportunity to pursue a long, interesting and fulfilling career. We hope that your experience of working here will be both positive and rewarding.

Starting a new role in a new organisation can be exciting and daunting. There is a lot to learn in a short space of time. We want to make your experience of joining the University of Stirling as enjoyable and smooth as possible to help you settle in quickly. This handbook will help you understand how the University works, where it is heading and how you can make the most of your opportunities here.

The University of Stirling is committed to providing a place of work where all staff feel confident that their health, safety and welfare are of the utmost importance and where they will be treated fairly, equitable and with respect. Our continued success depends on the success of each member of staff fulfilling the duties of their role. As an institution we endeavour to provide the development and support to enable you to meet your work requirements. We hope that you will make the commitment to develop your skills, knowledge and experience to enhance both the University and your own personal job satisfaction.
An inside look into the University of Stirling

What we’ll be exploring

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The University of Stirling

The University of Stirling is an international university with a global reputation of high-quality teaching and research. Everything we do makes a positive difference to people’s lives. We are an agent for change, connecting people, innovating and transforming the lives of our students, staff and the global communities we serve.

The essence of the University of Stirling is its great people: our graduates, staff and students are helping to shape the world. Founded by Royal Charter in 1967, the University of Stirling was the first genuinely new university in Scotland for over 400 years. We retain our pioneering spirit and a passion for innovation and excellence in all we do.

“A formidable seat of learning where ability, not background, is valued.”

Professor Gerry McCormac, Principal and Vice-Chancellor
At a Glance

- 58,000 alumni in more than 150 countries
- Over 120 nationalities represented on campus
- 50 years (1967–2017)
- 1st in Scotland
- 3rd in the UK for graduate employability
- Top 5 in the UK for High Quality Sports Facilities
- Top 350 universities
- 89% student satisfaction
- QS Excellence Award for Teaching
Our Structure

5 Academic Faculties
The University of Stirling is organised for learning, teaching and research into 5 academic faculties. Faculty of arts and humanities, Faculty of Natural Sciences, Faculty of Social Sciences, Stirling Management School and the Faculty of Health Sciences and Sport

Stirling Graduate School
The Stirling Graduate School acts as a virtual hub for the institutions postgraduate community. It supports students undertaking research degrees as well as those studying our postgraduate course.

University Services
Administrative support for the broad and diverse range of the University’s activities is provided by the University Services.


For further information about our structure, please visit us here:
stir.ac.uk/about/our-structure/universityservices
Be the difference at Stirling

Stirling is numbered among the top 50 new universities in the world; a reputation that has been gained through the quality of our research, the impact it has on society, and the skills and competencies of our graduates. We don’t settle for second best. We strive for excellence in all we do, and work actively to support students and staff to perform at the very highest level. By doing so, our teaching and research makes real and demonstrable impact on the economy, environment and society in Scotland and beyond.

Our Objectives

We live in a world that is highly competitive and where change is a constant. The needs of individuals and society do not stand still, and we must be responsive to those changing needs.

We have identified a set of overarching institutional objectives that will help us focus on the practical steps needed to achieve our goals and to establish the University in the global top 200:

- Be one of the top 25 universities in the UK
- Increase our income by £50 million
- Enhance our research profile by 100 percent
What we believe

“What we do, we do with a purpose – and that purpose is to give people the skills they need to shape the future and make a positive impact on the world.”

Professor Gerry McCormac, Principal and Vice-Chancellor

What we are and what we want to be

Our vision is to be recognised across the world as a University that addresses the needs of society through innovative interdisciplinary research; learning and teaching of the highest quality; and by sharing our knowledge with the world.

Excellence
Leading the way globally in our areas of research expertise and through the delivery of an outstanding learning experience.

Openness
Being open in all we do, communicating the work and worth of the University to the wider world and engaging people in the delivery of our vision.

Ambition
Growing the University in innovative ways, embedding sustainability and making it a role-model for the sector.

Our purpose:
Our contributions and approach are defined by:

1. Developing people and helping society through the pursuit and understanding of knowledge.
2. Transforming the lives of our students and staff by giving them opportunities to reach their full potential.
3. Creating global citizens to identify and meet the changing needs of society.

Further information on the University, Strategic Plan 2016-2021 can be found here stir.ac.uk/about/our-strategy
Words we like

**Excellence**
- Excellence
- create
- imagine
- inspire
- redefine
- reshape
- initiate
- innovative
- cultivate
- kick-start
- catalyst
- new direction
- game changing
- unconventional
- breaking new ground
- change making
- forward thinking
- proactive
- pioneer
- spearhead
- leading
- propelling
- forging
- focus
- impact

**Openness**
- transparency
- warmth
- welcome
- trustworthiness
- expansive
- truthful
- credible
- honesty

**Ambition**
- embracing
- approachable
- supportive
- sincerity
- open/broad minded
- non-judgmental
- tolerant
- enlightened
- free thinking
- straight talking
- receptive
- bold
- community
- collective
- inclusive
- inquisitive
- fascinate
- fuel
- dedication
- belief
- purpose
- energy
- zest
- determination
- desire
- spirit
- explore
- discover
- seek
- journey
- question
- driven
- pursue
- enquire
- restless
- search
- probe
- delve
- dig
- unravel
- critical thinking
- investigate
Life @ Stirling

Getting Acquainted

Induction
To help you settle in and to support you as you reach your full potential as quickly as possible, we have brought together all of the essential ‘need to know’ information about the University into one place.

The main aim of induction is to ensure that you can gain appropriate information to enable you to start performing in your new role as quickly and effectively as possible. To do this you not only need information about your role, but also the environment you are working in, your working conditions and support facilities available.

You will have met with your manager during the selection process and your working relationship will further develop as your manager gives you essential information about your faculty /directorate and its aims, where it fits into the overall organisation and what will be expected of you in your role. Your manager is your most important contact during your induction period and will support you in tailoring your programme.

Online Induction Modules
To complete the induction process you are required to undertake the regulatory online induction modules listed below, within your first four weeks of employment. These modules will help familiarise you with relevant legislation, understand the broader issues around each module area and raise awareness of responsibilities and rights as members of staff.

These are self-registration modules which means you can log-on, register and start as soon you are able to.

| Diversity in the Workplace |
| Data Protection Act |
| Environmental Sustainability |
| Health and Safety |
| Display Screen Equipment and Assessment |
| Recruitment and Selection (for recruiting managers only) |
| Manual Handling |

To access the online module, visit:
[stir.ac.uk/hr-od/learning-and-development/staffinduction/onlinemodules](stir.ac.uk/hr-od/learning-and-development/staffinduction/onlinemodules)
Probationary Period
On joining the University all staff are required to complete a probationary period (as detailed within the contract of employment), to assess their suitability to undertake the post for which they have been employed. Subject to a satisfactory review from the relevant line manager, the appointment is normally confirmed at the end of this period. Further information can be found on the HR&OD website Policies and Guidance A-Z pages stir.ac.uk/hr-od/policies-and-guidance

Policies & Procedures
A range of policies and procedures are available to guide you through your employment with the University of Stirling.

These documents are contained within the Human Resource and Organisation Development web pages and set out the main terms and conditions governing the relationship between the University of Stirling and its employees, as well as the human resource related policies and procedures of the University. For more information and to view specific Policies and Procedures, please visit: stir.ac.uk/hr-od/policies-and-guidance

Pension
Membership of an occupational pension scheme is an excellent benefit of working for the University of Stirling. As a member of staff, both you and the University pay into it and you will receive the benefits on your retirement. Further information about Pensions can be found here: stir.ac.uk/hr-od/pay-pensions-benefits/pensions

Pay Dates & Salary Scales
Salaries are paid monthly, normally on the 28th of the month (or the last working day prior to the 28th if that date falls at a weekend or on a bank holiday). Access to your payslip is through “My Portal”. Further information on pay dates, and a step by step video guide on how to access your payslip can be found on the Pay, Pensions & Benefits webpage here: stir.ac.uk/hr-od/pay-pensions-benefits/yourpay

New staff are normally appointed to the bottom salary point of the relevant grade. Subject to satisfactory performance, staff will receive an annual increment until they reach the top of the salary scale for their grade. Increments will be subject to annual review with effect from 1 August each year.

Annual Leave / Holidays
Individual holiday entitlements are included in your “Conditions of Employment” provided with your offer of appointment. The leave year operates from 1 October to 30 September each year. Leave entitlement for part-time staff, including public holidays and ‘other days’, will be proportionate to their contracted working hours. Leave can be taken according to operational needs when approved by the line manager. Details of annual leave entitlement can be located here: stir.ac.uk/hr-od/workingatstirling/annualleave
Car Parking
Pay & display machines are in operation within all campus car parks and affect all who drive to and from, and park on, campus. Staff have two parking permit options available;
• Standard full year permit
• Pay-as-you-go permit

An application for a parking permit can be made using the University portal. You may have to purchase a ticket from the pay & display machines for your first day or two until you receive your permit. Information about car parking regulations can be found here: stir.ac.uk/about/getting-here/parking

Organisation Development (Development Opportunities for Staff)
The University of Stirling encourages staff to take full advantage of the opportunities presented and engage in Continual Professional Development to help the University achieve its goals and to help individuals manage their career and fulfil their potential.

Development needs can be identified by individuals or by their line manager, and are likely to arise as part of the Achieving Success review. The University offers a wide range of learning and development opportunities for staff mostly free of charge; though attendance at development events must be approved by the line manager.

The organisation development team provides various programmes of events throughout each academic year. These aim to improve the skills and knowledge of staff in work-related areas such as management, research, teaching and learning. In addition many awareness raising sessions are offered across the university e.g. harassment and bullying, Health and Safety, dealing with stress in the workplace and cultural awareness.

For more information on:
Organisation Development, please visit us here: stir.ac.uk/hr-od/learning-and-development

Academic Development, please visit us here: stir.ac.uk/learningandteaching

Research Development, please visit us here: stir.ac.uk/research/research-community/research&development/researchdevelopmentevents

Development programmes and events are updated on the websites regularly and will also be advertised in the weekly e-newsletter “Roundup”.

Athena Swan: Advancing the careers of women in Science. The University was awarded the Athena Swan bronze status in 2013 and is currently working towards silver status.

The University was awarded the HR Excellence in Research Award in 2011. This award recognises our work towards the researchers Concordat.
Work Life

How am I doing? - Achieving Success
(Starting the Conversation)

We actively encourage colleagues to have an open and honest dialogue between their line managers, teams and colleagues as part of their Performance Development Review (PDR). To enable PDR conversations to take place we have created an achieving success tool. The Achieving Success tool is a strategic and integrated process aligning the University’s vision, strategy and individual performance. Achieving Success is a process that provides every member of staff the opportunity to discuss their role, development needs, and every day contributions to their faculty or directorate strategic objectives. It will emphasise the link between individual performance and the achievement of the University’s goals, whilst also allowing time for reflection on key achievements, and for planning and objective setting for the coming year. It also allows managers to share directly with staff key priorities, and to help align activities to meet these aims. Further information on Achieving Success can be found here: stir.ac.uk/hr-od/learning-and-development.

Conversations, don’t always happen at your desk or in your office environment, take your conversation outside, have a walk around the loch, an informal conversation in the coffee shop, or visit the Stirling Court Hotel for a working lunch meeting.
“Our people are our most valuable asset and the contribution of staff is critical to our success.”

Eileen Schofield, University Secretary
Campus Community

A vibrant and intellectually stimulating environment.

The campus-based University of Stirling was founded by Royal Charter in 1967 on the historic Airthrey Estate, close to Bridge of Allan and two miles from the Royal Burgh of Stirling. The University’s location and history make Stirling that bit different from other UK universities.

The University Library
stir.ac.uk/is/student/library/welcome

Sports Facilities
stir.ac.uk/sport-at-stirling

MacRoberts Centre
stir.ac.uk/campus-life/campus-facilities/the-macrobert

Restaurants
stir.ac.uk/campus-life/campus-facilities/catering

Pharmacy & Shops
stir.ac.uk/campus-life/campus-facilities/shops

IT Services
stir.ac.uk/is/student/it/welcome

Child Care
stir.ac.uk/campus-life/campus-facilities/childcare

Bus stop, Travel and Maps
stir.ac.uk/about/getting-here

Staff Round-Up (Weekly news updates)
stir.ac.uk/comms/roundup/2017/06/14

Staff card
stir.ac.uk/campus-life/campus-facilities/catering/cashless

Staff Charities Fund
stir.ac.uk/charity

Semester Dates
stir.ac.uk/campus-life/semester-dates

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Facebook: University of Stirling @universityofstirling

Download the University of Stirling app for IOS and Android here:
m.stir.ac.uk/about
Thanks so much for reading!

If you’re new around here, welcome!
We’re pleased to have you on board.
If you don’t work at the University of Stirling, hello to you too!
Want to join us?
stir.ac.uk/about/jobs

Questions about anything mention in this handbook?
Email organisationdevelopment@stir.ac.uk

For a list of photographers who have contributed to the University of Stirling photo library, please contact marketingtools@stir.ac.uk

The University of Stirling is a charity registered in Scotland, number SC 011159.