



**QUEEN'S  
UNIVERSITY  
BELFAST**

SCHOOL OF  
MATHEMATICS  
AND PHYSICS

*Welcome to our School community!*

# **Staff Starter Pack**

Induction Process



### Stage 1 – Prior to employment starting

Responsibility	Details
<a href="#">HR People and Culture</a>	<p><b>Appointment letter sent with appointments pack</b> Appointments pack includes the following forms which must be completed and returned prior to start date:</p> <ul style="list-style-type: none"> <li>• Acceptance of Post Form (usually received up to 5 days after offer made)</li> <li>• Medical Questionnaire (needed as soon as possible in case Occupational Health needs)</li> <li>• New Staff appointment details (this goes to Salary Office and includes bank details etc)</li> <li>• Details in relation to pension (this goes to pension office)</li> <li>• Disclosure Certificate Application Form (needed approx. 4 weeks before start to allow for processing)</li> <li>• Staff Right to Work details (any time up to first day)</li> <li>• Evidence of qualifications (any time up to first day)</li> </ul> <p>Please note, staff should be encouraged to complete and return all of the above prior to their start date. However, many staff, especially those coming from outside Northern Ireland, will be unable to provide passport/visa information or original proof of qualifications until they arrive in the University which is often their first working day.</p>

### Stage 2 – First day of employment

Responsibility	Details
<p><b>If you require any assistance at all, please do contact the School Manager, Mrs Teresa Cotton <a href="mailto:mpmanager@qub.ac.uk">mpmanager@qub.ac.uk</a> or PA to Head of School, Mrs Jennifer McKee <a href="mailto:mp@qub.ac.uk">mp@qub.ac.uk</a>.</b></p>	
School Manager	<p><b>LOCAL INDUCTION</b> Issue Welcome Pack and <a href="#">Staff Handbook</a>.</p> <p>Will have assigned your workspace, allocated the appropriate buildings access and ensured that you are on the School Establishment.</p>
School Operations Team	<p>Will give you access to the <a href="#">School Maths and Physics Hub</a> Will give you the <a href="#">School Health and Safety Hub</a> and <a href="#">Health and Safety Induction Pack</a></p>
School H&S Coordinator	<ul style="list-style-type: none"> <li>• H&amp;S Handbook</li> <li>• H&amp;S Staff Online Training and Form</li> </ul>

	<p>If you cannot access the H&amp;S SharePoint site, or if you have queries about anything relating to Health &amp; Safety, please contact the <b>School Health and Safety Coordinator, Brian McLaughlin</b> at <a href="mailto:mp.safety@qub.ac.uk">mp.safety@qub.ac.uk</a></p>
<b>You</b>	<p><b>Report to your line manager as detailed in your appointment letter or agreed.</b></p> <p><b>Visit People and Culture (P&amp;C) to collect your new staff card.</b> Please note a staff card will only be issued if all documentation associated with appointment has been completed.</p> <p>Liaise with the School Operations Team to ensure that your contact details are added to our School website <a href="#">here</a> (with confirmation if you prefer use of a pronoun) and, also added to our School Contacts List saved <input type="checkbox"/> <a href="#">here</a>.</p> <p>The team will also give you the appropriate and relevant access to our buildings (this will take 24hrs to take effect).</p>
<b>Line Manager</b>	<p><b>LOCAL INDUCTION: Meet and welcome the new member of staff</b></p> <p><b>People and Culture will also invite you to the QUB Welcome and Orientation event</b> – these complement induction at School level. Staff will receive an invitation to the most appropriate event for their role from P&amp;C.</p> <p>People and Culture have published an <a href="#">Induction Toolkit</a> that is very helpful as a guide to induction for managers and new staff.</p> <p>If they have not already done so, please ensure that all new starts make an appointment to visit HR People and Culture on the <b>first day</b> of their start date and collect their staff card. Staff should carry their staff card at all times. Please note a staff card will only be issued if all documentation associated with appointment has been completed.</p> <p>Please note there will be no back payment of salary until this appointment has taken place.</p> <p>Explain support resources (People and Culture website / Staff Training resources etc).</p> <p>Explain workplace <b>specific Health and Safety arrangements</b> – what to do in the event of an accident/near miss incident, explain first aid arrangements and any other specific health and safety related arrangements.</p> <p>Explain any meetings they are required to attend.</p> <p><b>Outline all Mandatory training course requirements to be completed on <a href="#">QOL</a> in the first week of employment.</b></p> <p><b>Outline School <a href="#">Presence and Absence Policy</a>, including Annual Leave entitlements etc.</b></p> <p><b>Please note, it is School policy to withdraw all purchasing / traveling privileges for non-compliance until completed.</b></p>
<b>You</b>	<p><b>Completion of Health and Safety Training / Induction Pack</b> <a href="#">Health and Safety Induction Pack</a></p>

	<p>The <b>Staff Online Induction Training Form</b> completed and returned to the School Health and Safety Coordinator, Main Physics. Please access <a href="#">SharePoint</a> to watch the relevant safety videos and/or read the PowerPoint presentations.</p>
<p><b>You</b> <b>People and Culture</b></p>	<p>It is important that on the first day of employment (in the morning if possible) that all new starts make an appointment to come into the People and Culture Department, Level 4, Administration Building.</p> <p><b>If they do not provide Right to Work Details or evidence of qualifications on first day personnel are unable to put them on the system and start date will be delayed. There is no back payment of salary.</b></p> <p>If they have provided Right to Work Details or evidence of qualifications (or anything else that their employment might be subject to) prior to their start date their staff card will be issued that day. However, if they are just providing Right to Work Details or evidence of qualifications on the start day then staff card cannot be issued until the <b>next</b> day. The staff card will give them access to Library, access buildings, PEC etc.</p> <p>HR (P&amp;C) will ask the new member of staff on first day to complete a form which will activate their email account. They have to bring/forward this form to the McClay Library. Staff should be encouraged to do this on first day as it can take up to 3 days for email to be activated.</p> <p>Many new starts do not complete and return New Staff appointment details or pension forms until their first day. If this is the case, then they will have to leave forms in the Salaries Office (level 2 Administration Building) and Pension Office (level 3 Administration Building).</p>

### Stage 3 – Within first month of employment

Responsibility	Details
<p><b>Line Manager</b></p>	<p><b>Background to the School</b></p> <ul style="list-style-type: none"> <li>School mission and values</li> </ul> <p><b>Personal Development Review (PDR)</b></p> <ul style="list-style-type: none"> <li>Training policy/programme/Personal Development Plans Overview of Process</li> </ul> <p><b>Forms:</b> <a href="#">Academic PDR Form</a>    <a href="#">Research and Professional Services PDR Form</a>  <a href="#">PDR: Frequently Asked Questions</a>  <a href="#">Support Available for Staff</a>  <a href="#">Academic Progression</a></p>
<p><b>You</b></p>	<p>Agree objectives using the appropriate PDR form and identify any required training and development needs (with budget required).</p> <ul style="list-style-type: none"> <li><a href="#">Health and Safety and, First Aid</a></li> <li><a href="#">Diversity and Inclusion (People and Culture)</a></li> <li><b>IRIS System: Reporting of accidents and near miss incidents</b>  “IRIS” incident portal <a href="https://iris-production.ads.qub.ac.uk/">https://iris-production.ads.qub.ac.uk/</a> –</li> <li>First Aid arrangements (First Aid boxes and qualified first aiders)</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Confirmation with your Line Manager that all Mandatory training course</b> requirements have been completed on <a href="#">QOL</a> <b>Please note, it is School policy to withdraw all purchasing / traveling privileges for non-compliance until completed.</b></li> <li>• <b>Workstation Risk Self-Assessment Form (DSE)</b> – you will receive the form once you complete the online mandatory Health and Safety for Computer Users course via QOL as above.</li> <li>• Workstation Risk Self-Assessment Form (DSE) - completed and submitted to <a href="mailto:mp.safety@qub.ac.uk">mp.safety@qub.ac.uk</a></li> </ul>
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#### Stage 4 – Within first three months of employment

Responsibility	Details
<b>Line Manager</b>	<ul style="list-style-type: none"> <li>• People and Culture Website for valuable information for employees and managers: <a href="http://www.qub.ac.uk/directorates/HumanResources/">http://www.qub.ac.uk/directorates/HumanResources/</a></li> <li>• <a href="#">Capability and other Performance Management Procedures – Capability/Discipline/Harassment/Grievance</a></li> <li>• <a href="#">School SharePoint Site</a></li> <li>• <a href="#">Presence and Absence Guide</a> Overview of the policy and procedure to be followed</li> <li>• <a href="#">Staff Exit Policy</a></li> <li>• <a href="#">School Finance Support</a></li> <li>• <a href="#">Financial Matters</a></li> <li>• <a href="#">Purchasing regulations and procedures</a></li> <li>• <a href="#">Staff Travel</a></li> <li>• <a href="#">Staff Expenses Policy and Subsistence Procedures</a></li> </ul> <p><b>For Academic and Research Staff</b></p> <ul style="list-style-type: none"> <li>• School Research Grant Process – <a href="#">A Guide To Research Applications</a></li> <li>• <a href="#">School Research Hub</a></li> </ul>

#### Stage 5 – Within first six months of employment

Responsibility	Details
<b>Line Manager</b>	<p><b>Probation</b> Probation is designed to provide new staff with a period of development and support to enable them to gain experience, with advice and guidance from managers, to be successful in their new role.</p> <p>Regular review of performance and progress towards stated objectives is carried out and recorded. Continue to hold <b>regular</b> review meetings with staff on 6-month probation to discuss progress with reference to timescales and objectives that have been set.</p> <p><a href="#">PLANNING FOR PERFORMANCE PROBATION</a></p> <p><a href="#">Probation for Academic Staff</a></p>

[Academic Progression Process](#) and [FAQs](#)  
[Probation for Professional Services and Research Staff](#)

Complete probation report and forward to School PA and EPS Faculty HR Business Partner.

## Other Helpful Information

### GENDER EQUALITY – SCHOOL ATHENA SWAN & IOP JUNO CHAMPION



The School is committed to the promotion of equality of opportunity and to creating and sustaining an environment that values and celebrates the diversity of its staff and student body. We were recently awarded the renewal of the **Athena SWAN Silver Award until 2025** to recognise and celebrate good employment practice for women working in Science, Engineering and Technology (SET) in higher education and research. And, renewal of the **Institute of Physics (IOP) Juno Champion** status until June 2025.

[QUB School of Maths and Physics Athena SWAN Application 2020](#) (redacted) submission application.

Find out more about the **Athena SWAN Charter** on the [Equality Challenge Unit's website](#)

The School has a **Gender Equality Committee (Self-Assessment Team)** and this is further split into two working groups: **Staff Working Group** and **Student Working Group**. Full details can be obtained [here](#).

Should you require any support or guidance, we do have a supportive network of staff to assist you. Please contact either one of our Co-Chairs below or one of the GEC staff representatives listed [here](#).

**Dr Dan Dundas**  
Co-Chair GEC and Athena SWAN Champion  
Office location: LG.027, Main Physics Building  
[d.dundas@qub.ac.uk](mailto:d.dundas@qub.ac.uk)  
Phone extension: 1424

**Dr Meg Schwamb**  
Co-Chair GEC and IoP Juno Champion  
Office location: 02.014, Main Physics  
[m.schwamb@qub.ac.uk](mailto:m.schwamb@qub.ac.uk)  
Phone extension: 5046

**Further details on support can be obtained from our Staff Handbook on:**

**SAFE HARBOUR SCHEME  
STAFF FORUM REPRESENTATIVE**



**Mental Health Ambassadors**

<http://go.qub.ac.uk/SMPMHAScheme>