



**QUEEN'S  
UNIVERSITY  
BELFAST**

Organisational Development

# Research Staff Induction Guide

**SHAPING  
A BETTER  
WORLD  
SINCE 1845**

*Our research priorities are:*

- Creating a culture of research ambition: Promoting excellence, providing flexibility for talent to flourish, and encouraging rounded contributions to research life
- Connecting to tackle global challenges: Supporting new research interactions and tackling cross-disciplinary research priorities of global significance
- Fostering a vibrant postgraduate and postdoctoral community: Growing our postgraduate and postdoctoral cohorts, drawing them into our wider research culture, and providing the highest-quality learning and training environment.

*(Queen's Research Strategy 2016-2020)*



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# Research Staff Induction Guide

## Welcome to Queen's University Belfast

In joining Queen's you will be undertaking research at a world leading research intensive University. Researchers, such as yourself, are essential to Queen's in sustaining and growing the profile of the University. Therefore, as a new member of research staff the University wishes to ensure you have a good introduction to Queen's and your school and that you are supported in your professional and career development.

At this point in your work at Queen's you will have many questions. This guide aims to make you aware of the resources and people who can support you over the coming days, weeks and months. Alongside this we provide information on who can support you in undertaking your research and reviewing and planning your own development. Also, please make use of the attached induction checklist to assist you in planning your induction.

The development of research staff is central to the University's mission as: "A world class international university that supports outstanding students and staff, working in world class facilities, conducting leading-edge education and research, focused on the needs of society". Queen's strategic plan 'Vision 2020' and the recent Research Strategy, place research staff at the centre of this mission and seeks to foster a vibrant post doctoral community, drawing them into our wider research culture, and providing the highest-quality learning and training environment.

## Welcome Events

The University provides a number of specific induction events spaced throughout the year for new research staff. You may have been in your new job for a time before the next available event but it is considered to be an essential part of your orientation into the University and you are strongly encouraged to attend. The Staff Training and Development Unit will contact you to remind you of the next available event.

These central induction courses are only the early stage of the induction process and induction within departments will be ongoing throughout the first six months of employment.



# Induction for Research Staff

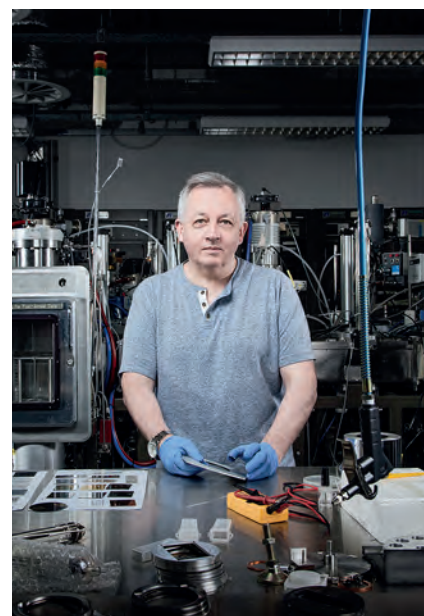
**Designed for:** All newly appointed research staff in the University

**Aim:** This course is an occasion for welcoming research staff to Queen's and, in some instances, to the community. It is designed to facilitate the transition of new members of staff to their posts in Queen's and to briefly look at some of the main issues in the University relevant to research staff.

This **full-day** course introduces issues related to research policies and opportunities at Queen's for research staff. It addresses such items as Queen's Research Strategy, Research funding, the Research Excellence Framework (REF) and the research staff training and development programme. You will hear from academic and research staff about working and developing a research career at Queen's and beyond. The afternoon session will focus on planning your research career and professional development whilst at Queen's.

## Content:

- Welcome and introduction
- Working at Queen's
- Research in Queen's
  - Queen's Research Strategy
  - Research funding and the REF
- University policy, expectations and responsibilities for contract research staff
- UCU Representative
- Information Services
- Training and career development opportunities available for research staff
- Planning your research career
- Professional development for Queen's researchers



*Excellent event, sends a very positive message to new staff that they are welcomed and supported.*

Participant feedback





## Planning your Research Career

Queen's provides a wide range of development opportunities for all staff. Within this programme a number of specific workshops are provided for staff undertaking research, e.g. writing for publication, project planning for researchers etc. A central element in this programme is a series of sessions to support your career development. This includes sessions on;

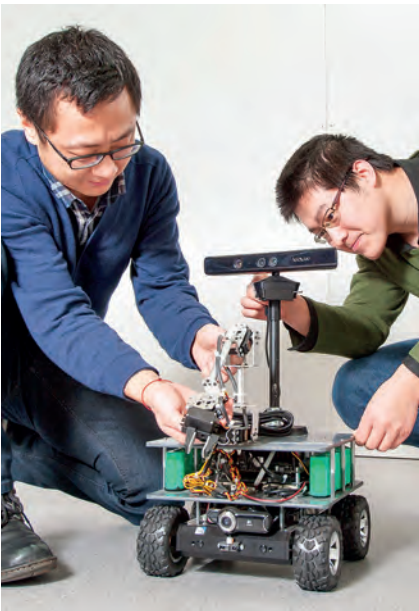
1. Planning your research career
2. Writing an academic CV
3. Preparing for academic interviews
4. Career exploration for researchers.

Further details on these and other courses are available from the Research Staff website, [www.qub.ac.uk/crs](http://www.qub.ac.uk/crs), which also includes further resources to assist you with your professional and career development planning.

### Mandatory training

There are a number of training courses which all staff are expected to complete. Mainly focusing on your health and safety and other issues affected by legislation. Please see the list below which are all online and available via Queen's Online [www.qub.ac.uk/qol](http://www.qub.ac.uk/qol), use the link to 'online training'.

- a. Data Protection
- b. DiversityNow
- c. Freedom of Information
- d. Health and Safety for Computer Users
- e. QUB Fire Safety E-Learning.





### International Staff

Starting work at a new university can be a challenging process in itself but moving to a new country at the same time will have further challenges. In order to assist you Queen's provides some useful information on the International Staff website

<http://www.qub.ac.uk/sites/InternationalStaff/> .

Further information is also available via the **British Council International Staff Guide**

### International Staff Buddy Scheme

The aim of International Buddy scheme is to provide a friendly welcome for new international staff, helping them to settle into life in Belfast and at Queen's University. We also hope that the scheme will further promote integration and cultural exchange at Queen's.

It is expected that new international staff and their buddies will keep in contact as long as they feel it is appropriate either by email, via our International Staff Facebook group or face-to-face meetings. It is up to you to decide the form of contact which suits you best.

New international staff can request access to a buddy by emailing the Personnel Officer who dealt with their appointment who will seek to pair you with an employee currently working in Queen's, from the same country, where possible, and who has made the same transition to the University.

For further information please contact your Faculty HR Team, contact details available on the HR website <http://www.qub.ac.uk/directorates/HumanResources/BusinessPartnering/HRBPKeyContacts/>.





# QUEEN'S UNIVERSITY BELFAST CAMPUS MAP



## SCHOOL OFFICES

- Biological Sciences
- Chemistry and Chemical Engineering
- Creative Arts
- Education
- Electronics, Electrical Engineering and Computer Science
- English
- Geography, Archaeology and Palaeoecology
- History and Anthropology
- Law
- Mathematics and Physics
- Mechanical and Aerospace Engineering
- Medicine, Dentistry and Biomedical Sciences
- Modern Languages
- Nursing and Midwifery
- Pharmacy
- Planning, Architecture and Civil Engineering
- Politics, International Studies and Philosophy
- Psychology
- Queen's University Management School
- Sociology, Social Policy and Social Work

A B C D E F G H I J K L M N O P Q R S T U V

## FACULTY OFFICES

- Arts, Humanities and Social Sciences
- Engineering and Physical Sciences
- Medicine, Health and Life Sciences

X1 X2 X3

## LOCATION

- Academic and Student Affairs
- Administration Building
- Asby Building
- Belfast City Hospital
- Canada Room/Council Chamber
- Careers, Employability and Skills
- Centre for Cancer Research and Cell Biology (CCRCB)
- Centre for Experimental Medicine
- Chrono (Radiocarbon dating centre)
- Clinical Research Facility
- Computer Science at Elmwood
- Counselling Service
- David Bates Building
- David Keir Building
- Development and Alumni Relations
- Disability Services
- Drama and Film Centre at Queen's
- Dunluce Health Centre
- Elms Village
- Elmwood Hall

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## ESTATES

- Estates
- Festival Office
- Finance
- Great Hall
- Harty Room, School of Creative Arts
- Health Centre
- Health Sciences Building
- Human Resources
- Information Services
- Institute of Professional Legal Studies (IPLS)
- International Office
- INTO at Queen's
- Jobshop
- Lanyon Building
- Mathematics
- McClay Research Centre
- Medical Biology Centre (MBC)
- Naughton Gallery at Queen's
- Northern Ireland Technology Centre (NITC)
- Occupational Health
- Peter Froggatt Centre (PFC)
- Pharmacy
- Physical Education Centre (PEC)
- Queen's Film Theatre (QFT)
- Registrar and Chief Operating Officer
- Research and Enterprise
- Riddell Hall
- Sonic Arts Research Centre (SARC)
- South Dining Hall
- Student Guidance Centre (SGC)
- Student Plus
- Students' Union
- The Graduate School (formerly Lynn Building)
- The McClay Library
- Vice-Chancellor's Office
- Welcome Centre
- Whitla Hall
- Whitla Medical Building

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## OFF-CAMPUS SITES

- Institute of Electronics, Communications and Information Technology (ECIT) at Titanic Quarter
- Medicine and Dentistry at Royal Victoria Hospital
- Marine Research Centre at Portaferry
- Northern Ireland Advanced Composites and Engineering (NIACE) Centre at Titanic Quarter
- Queen's Sport Upper Malone

Details correct at time of going to print. For an up-to-date University campus map, please visit: [www.qub.ac.uk](http://www.qub.ac.uk)



## Sources of Support and Information

There are a number of University departments who can support and offer advice on your professional and career development. Please find details of the key departments for research staff listed below.

### Department: Research Development, Research and Enterprise Directorate

#### Support provided:

The Research and Development team within the Research and Enterprise Directorate provides a comprehensive range of support for research staff including; hosting information events and training workshops, assisting with opportunity identification, providing guidance and support for preparation of research grant applications, and providing intelligence on key research funders.

Details of the workshops and information events offered can be found on the Research and Enterprise website. Further information on the courses we offer is also provided at <http://www.qub.ac.uk/sites/stdp/>

#### Key contacts for research staff:

Dr Wendy McLoone, Head of Research Development [w.mcloone@qub.ac.uk](mailto:w.mcloone@qub.ac.uk), 90971140

Ms Bernie Boyle, Research Development Manager (Faculty of Medicine, Health and Lifesciences) [b.boyle@qub.ac.uk](mailto:b.boyle@qub.ac.uk) 90973549

Dr Phil Costen, Research Development Manager (Faculty of Engineering and Physical Sciences) [p.costen@qub.ac.uk](mailto:p.costen@qub.ac.uk) 90975077

Dr Sally Smith, Research Development Manager (Faculty of Arts, Humanities and Social Sciences) [sally.smith@qub.ac.uk](mailto:sally.smith@qub.ac.uk) 90971006

Dr Lydia Lepecuchel, EU Research Manager, [euoffice@qub.ac.uk](mailto:euoffice@qub.ac.uk) 90972527

<http://www.qub.ac.uk/directorates/ResearchEnterprise/Support/HowtoAccessFunding/>

**Department: Information Services – IT, Multimedia and support for Languages**

Information Services provides a wide range of computing services to support researchers in their work (The Directorate also includes the Library)

**Support provided:**

IT facilities and support are provided to a high standard: network infrastructure, Email, file store, website and content management, advice and guidance for managing your data, High Performance Computing, IT training and consultancy. IS provides support for a range of secure University business systems: research, finance, HR, teaching and learning -including SharePoint and a VLE. Support and training is provided for the production of multimedia resources, video conferencing, and conferences. Particular highlights: training in the use of the research clusters, large scale plotting, support for Social Media in research, opportunities to learn a language in the Language Centre (based in IS)

**Key contacts for research staff:****Main Web page**

<http://www.qub.ac.uk/directorates/InformationServices/Services/>

**IT Service Desk** (please check if you have a School Computer Officer)

Ground Floor, The McClay Library ext. 3760, <http://www.qub.ac.uk/is/>  
Email: [advisory@qub.ac.uk](mailto:advisory@qub.ac.uk)



## Sources of Support and Information

### Department: Library Services

#### Support provided:

A range of specialist librarians can help you explore the library resources available to you at Queen's. Subject Librarians can help you search the academic research literature, source books for your research, find online resources, manage your references and make best use of library collections.

The Library's LibGuides webpages provide detailed coverage of library resources by subject, access to online databases and helpful information on finding books, journal articles and other publications. Special Collections staff can help you research the Library's rare and early printed book, map and manuscript collections, as well as more modern material relating to Ireland and Ulster.

The Open Access Team can provide advice on copyright and licencing relating to research publications, depositing publications in Pure, gold open access and open access requirements for the post-2014 REF.

#### Key contacts for research staff:

##### Subject Librarians

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

##### LibGuides

<http://libguides.qub.ac.uk>

##### Special Collections & Archives

[specialcollections@qub.ac.uk](mailto:specialcollections@qub.ac.uk)

028 9097 6333

<http://libguides.qub.ac.uk/specialcollections>

##### Open Access Team

[openaccess@qub.ac.uk](mailto:openaccess@qub.ac.uk)

<http://libguides.qub.ac.uk/openaccess>

**Department: IT Training and Assessment Unit**

The IT Training and Assessment Unit (Information Services) offers staff members training solutions and an IT Accreditation Service.

**Support provided:**

The IT Training and Assessment Unit offers staff members 1) a range of **training courses** in IT and Multimedia Skills; 2) a range of **flexible training solutions** that can be used to develop a personal training schedule; 3) plus the internationally recognized ICT qualification, the European Computer Driving Licence (**ECDL**) at both **ECDL core** and **ECDL Advanced** levels. Information Services also offers courses in e-learning through the Centre for Educational Development.

**Key contacts for IT Training staff:**

**Main Web page** <http://go.qub.ac.uk/ittraining>

**Course Descriptions:** <http://www.qub.ac.uk/sites/stdp/>

**Course materials:** <http://go.qub.ac.uk/ittdocs>

**Tel:** ext. 3760, **Email:** [itcourses@qub.ac.uk](mailto:itcourses@qub.ac.uk)



## Sources of Support and Information

### Department: Organisational Development

#### Support provided:

Organisational Development offers a range of courses and workshops specifically for research staff. This includes activity to support your professional and career development as a researcher. We suggest that you spend time planning your professional development activity as your needs will change as you gain more experience of working in the research environment. Details on these courses/workshops are available from the [Queen's Research Staff website](#).

<http://www.qub.ac.uk/research-centres/crs/ProfessionalandPersonalDevelopment/>

Organisational Development is only one of a number of support areas providing staff development activities. Please have a look at the full staff development programme (<http://www.qub.ac.uk/sites/stdp/>) for the wide-range of development activities provided for university staff.

#### Key contacts for research staff:

Paul Monahan, Staff Training Officer, Staff Training and Development Unit,

[p.monahan@qub.ac.uk](mailto:p.monahan@qub.ac.uk)

90975901

[www.qub.ac.uk/stdu](http://www.qub.ac.uk/stdu)

Dr Lilian Simones (Researcher Careers Consultant)

[l.simones@qub.ac.uk](mailto:l.simones@qub.ac.uk)

Other enquires to [training@qub.ac.uk](mailto:training@qub.ac.uk) /ext 5381/5975



## Sources of Support and Information

### Department: HR Business Partnering

#### Support Provided:

HR Business Partnering provides a general HR service to managers on all people related matters.. It provides assistance, advice and guidance, in line with employment legislation and best practice, on matters including: Recruitment and Selection, Terms and Conditions, Discipline and Grievance, Absence, Performance and Policies and Procedures.

#### Key contacts for research staff:

##### Faculty of Medicine Health and Life Sciences

Deirdre McGuire, **Personnel Officer**, email: [d.mcguire@qub.ac.uk](mailto:d.mcguire@qub.ac.uk), ext 3318

##### Faculty of Arts, Humanities and Social Sciences

Clare Carson, **HR Business Partner**, [clare.carson@qub.ac.uk](mailto:clare.carson@qub.ac.uk), ext. 1125

##### Faculty of Engineering and Physical Sciences

Catherine McGuinness, **HR Business Partner**, [catherine.mcguinness@qub.ac.uk](mailto:catherine.mcguinness@qub.ac.uk), ext: 4875

### Staff Gateway

The Current Staff Gateway webpages provide further information on news and events around the University. This is also updated with opportunities for new staff to engage in various initiatives and get involved in University life outside your immediate work area, e.g. 'A Bite of Queen's' – campus showcase, staff wellbeing and Low Carbon Initiative etc. Please visit the website for further information <http://www.qub.ac.uk/home/ceao/StaffGateway/>.

### QUESTIONS?

**You should be supported in your first few weeks and months in your employment at Queen's. If you have unanswered questions, or you are confused over any aspect of your work, support available, or anything else, you should always reach out and seek help and advice.**

If you have any questions about how your induction is progressing raise these with your line manager, or your School HR team (contact details on the University HR website <http://www.qub.ac.uk/directorates/HumanResources/MoreDetails/HRMeettheTeam/>), in the first instance.



## Prior to employment

Use these lists as a guide to ensure you have or receive the relevant important information to assist you in your new job.

### Induction Checklist

		Completed	Who can provide you with information
1	Main Terms and Conditions of employment / contract details	<input type="checkbox"/>	Human Resources
2	Starting salary and payment arrangements	<input type="checkbox"/>	Human Resources
3	Post title and place of work	<input type="checkbox"/>	Human Resources
4	Start date and hours of work (where applicable)	<input type="checkbox"/>	Department
5	Annual leave entitlement and holidays	<input type="checkbox"/>	Human Resources
6	Sickness procedure and entitlement	<input type="checkbox"/>	Human Resources
7	Overtime where applicable	<input type="checkbox"/>	Department
8	Notice periods	<input type="checkbox"/>	Human Resources
9	Probation procedures where applicable	<input type="checkbox"/>	Human Resources
10	Pension details/superannuation	<input type="checkbox"/>	Finance
11	Relocation procedures where applicable	<input type="checkbox"/>	Human Resources
12	Job Description	<input type="checkbox"/>	Human Resources
13	Where to report on first day	<input type="checkbox"/>	Human Resources

You will need to provide the following relevant documentation or bring them on the first day:

- Evidence of qualifications
- NI Number
- Bank details
- Birth Certificate, Marriage Certificate (where applicable)
- Passport (where applicable).

## Induction Checklist

## First-days of employment

(University wide)

		Completed	Who can provide you with information
1	Staff Information (online) <a href="http://go.qub.ac.uk/7Mcbc">http://go.qub.ac.uk/7Mcbc</a>	<input type="checkbox"/>	Human Resources
2	All personnel policies and procedures (online) <a href="http://go.qub.ac.uk/7Mcbc">http://go.qub.ac.uk/7Mcbc</a>	<input type="checkbox"/>	Human Resources
3	University Health and Safety Policy and Procedures (online) <a href="http://go.qub.ac.uk/8Mcbc">http://go.qub.ac.uk/8Mcbc</a>	<input type="checkbox"/>	Safety Services
4	Equal Opportunities policies and procedures (online) includes all family-friendly policies <a href="http://go.qub.ac.uk/9Mcbc">http://go.qub.ac.uk/9Mcbc</a>	<input type="checkbox"/>	Equal Opportunities Unit
5	Staff Training and Development policy and guidelines and annual programme of events and courses (online) <a href="http://go.qub.ac.uk/BMcbc">http://go.qub.ac.uk/BMcbc</a>  Research Staff website <a href="http://www.qub.ac.uk/research-centres/crs/">http://www.qub.ac.uk/research-centres/crs/</a>	<input type="checkbox"/>	Organisational Development
6	Staff Identity card (smart card)	<input type="checkbox"/>	Human Resources
7	Car Parking (arrangements and permit if required) <a href="http://www.qub.ac.uk/directorates/EstatesDirectorate/">http://www.qub.ac.uk/directorates/EstatesDirectorate/</a>	<input type="checkbox"/>	Estates
8	Confirm salary and pension arrangements complete as applicable <a href="http://www.qub.ac.uk/directorates/FinanceDirectorate/Salaries/">http://www.qub.ac.uk/directorates/FinanceDirectorate/Salaries/</a>	<input type="checkbox"/>	Finance
9	Queen's email account set up and online access <a href="http://www.qub.ac.uk/is/">http://www.qub.ac.uk/is/</a>	<input type="checkbox"/>	Information Services
10	Computing facilities – rules of use <a href="http://www.qub.ac.uk/is/">http://www.qub.ac.uk/is/</a>	<input type="checkbox"/>	Information Services



## First days of employment

(Immediate Workplace information and job-related)

### Induction Checklist

		Completed	Who can provide you with information
11	Your welcome to your department	<input type="checkbox"/>	Department
12	Meeting your manager and the Head of your department/unit	<input type="checkbox"/>	Department
13	Outline of the induction arrangements local to your department/unit	<input type="checkbox"/>	Manager
14	Accident reporting procedure	<input type="checkbox"/>	Department
15	Meeting your colleagues	<input type="checkbox"/>	Manager
16	Immediate workplace and resources	<input type="checkbox"/>	Department
17	Immediate duties, priorities, expectations and goals	<input type="checkbox"/>	Manager
18	Wider goals and objectives of your department/unit, standards	<input type="checkbox"/>	Manager
19	Workplace arrangements: working times, phones, breaks, appearance, car parking, security, personal safety, photocopying etc.	<input type="checkbox"/>	Department
20	Workplace specific Health and Safety arrangements: Accidents, Fire, First Aid, Emergency, responsible people, hazards, risks, personal protective equipment etc.	<input type="checkbox"/>	Department
21	No smoking policy	<input type="checkbox"/>	Department
22	School ICT resources	<input type="checkbox"/>	Department
23	Departmental and other manuals and procedures of importance	<input type="checkbox"/>	Department
24	Staff reporting arrangements	<input type="checkbox"/>	Department
25	Student related information	<input type="checkbox"/>	Department
26	Access to library, periodicals, information systems	<input type="checkbox"/>	Library Services
27	Meetings you are required to attend	<input type="checkbox"/>	Manager
28	Job shadowing or handover if applicable	<input type="checkbox"/>	Manager
29	Required training and development agreed	<input type="checkbox"/>	Manager/ Organisational Development
30	Particular requirements or considerations e.g. disability, access	<input type="checkbox"/>	Manager
31	Financial procedures	<input type="checkbox"/>	Department

# Induction Checklist

## First months of employment

(Immediate Workplace information and job-related) *continued*

		Date	Who can provide you with information
32	Clarify any outstanding immediate workplace and job-related queries	<input type="checkbox"/>	Manager
33	Attendance at formal welcome and induction events	<input type="checkbox"/>	Manager/ Organisational Development
34	Any particular needs issues addressed	<input type="checkbox"/>	Manager
35	Arrange any training and development required	<input type="checkbox"/>	Manager/ Organisational Development
36	Complete Probation (3 or 6 months): to set objectives and discuss personal development		Manager/ Personnel
37	Complete Staff Appraisal: to set objectives and discuss personal development		Manager/ Personnel
38	Meetings/contacts with other staff and colleagues outside your work area as required	<input type="checkbox"/>	Department
39	Communications – internal, mail, electronic, Queen's Now, weekly Round Up	<input type="checkbox"/>	Department





