UNE Staff Induction

University of New England
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Introduction

We are delighted to welcome you as a new staff member to the University of New England.

Starting at a new workplace can be both exciting and a little overwhelming. Among the challenges of a new workplace are learning about how it operates and where to most easily access relevant and vital information. We have designed an Induction Program that ensures your transition to UNE is easier and more effective.

This guide provides answers to some of the initial questions you may have as you commence work with UNE as well as a guide to what we aim to provide you in your first weeks of employment. The Induction Program at UNE is a collaborative process involving people from across the University and includes various components:

Corporate Induction

Our Corporate Induction is a process over a period of time, not just the events of the ‘first day’. We aim to introduce you to UNE’s vision, values, and mission as well as provide you with the necessary information and resources to assist you in your new work environment.

The Vice-Chancellor’s Welcome to UNE event provides an opportunity for new staff to hear from our Vice-Chancellor and CEO. You will be invited to attend one of these events within your first three months at UNE.

Local Induction

In addition to our corporate induction program, your supervisor will provide you with a local induction which will include various activities to help you get you acquainted with your environment, your team and your new role. He/she will also provide you with an overview of your key responsibilities, initial tasks and performance expectations.

Online Induction

The online induction course consists of a number of online compliance modules which you will need to complete in your first three months of employment. Your manager will be there to assist you through the process and don’t forget that your peers are also a great source of knowledge.

Peer Support

A peer support person may be assigned to help you settle in, informally introducing you to other staff as well as providing assistance on such routine things like where to buy lunch, how to access the photocopier and morning tea arrangements.

Evaluation

To continually improve the induction process, you will be invited to complete a survey to provide us with your thoughts about what was most useful and what could be improved.

So let’s get you started... this guide provides more detail about each component of the Induction Program. You will be able to access the links provided as soon as you establish your connection to the University’s intranet (which is part of the corporate induction). We encourage you to explore the website, ask questions and ask for help to better understand your role and find your experience with us truly rewarding.
Message from the Vice-Chancellor

It is my great pleasure to welcome you as a new staff member to the University of New England.

Whether you are an academic or a professional member of staff, I am confident that you will find UNE to be a vibrant and fulfilling place to work.

At UNE, we uphold strong values of fairness and support, and we encourage staff members in their personal and professional development. We understand that it is through the contribution and hard work of every single staff member that UNE is able to maintain its standing as a high-quality provider of education and research.

I am sure you will find your new colleagues welcoming and helpful as you navigate your workplace, and I strongly encourage you to seek advice and support where you need it.

The induction program offered to you has been carefully designed to help you become familiar with the University and its policies, and the team in Human Resources will do everything possible to make your commencement at UNE as smooth and enjoyable as possible.

Congratulations on your appointment, and I wish you all the very best for your commencement and continuation at UNE.

Professor Annabelle Duncan
Vice-Chancellor and CEO
Vision, Mission and Values

Vision
UNE will:

- be known for the quality and accessibility of its on-campus and online education;
- deploy the latest educational technologies to connect, study and interact with staff and students all around the world;
- be a desirable place to work;
- provide an unsurpassed residential college system and on-campus university experience;
- focus on research that has a positive impact on regional communities via knowledge transfer and applied outcomes;
- be known as lead collaborator across a range of partnerships with the community, the professions, business, industry and government;
- have greater international connectivity in terms of course delivery, course content, pedagogical practice, benchmarking and human capital;
- have systems and processes in place that facilitate quick and innovative responses to changes in market demand, industry needs, advances in pedagogy and delivery modes; and
- be a financially and environmentally sustainable organisation.

Mission
UNE is a regionally based, globally networked university that is renowned for the quality of its student experience, the excellence of its research, its commitment to innovation and inclusivity and its responsiveness to the aspirations of our students, staff, partners and the New England community. UNE will deliver a distinctive student experience characterised by a formative on-campus student tradition and academic culture, accessible education and service delivery, and research that is relevant to the communities it serves.

Values

Formative – providing a study and work environment that encourages intellectual and personal development, flexibility in terms of attitude, knowledge and skills.

Respectful - encouraging respect for our students, staff and partners and celebrating diversity.

Inclusive – providing an academic and work environment that is accessible to, and engaged with the communities we serve.

Flexible – promoting a culture that is responsive to change and the needs and expectations of all stakeholders.

Innovative – promoting a culture that develops and incorporates creative approaches to academic and administrative service delivery across all areas of the University.

For further information go to: une.edu.au/__data/assets/pdf_file/0020/14618/3rd20proof20revised20strat20plan2011-2015.pdf
University Governance

The University of New England is a body corporate established by the *University of New England Act, 1993 (NSW)*, (UNE Act). The University of New England comprises the UNE Council, Convocation, the University's graduates and its students. The functions of its governing bodies (UNE Council and Academic Board) are outlined within the UNE Act and its associated *University of New England By-law (2005)*.

The Council has delegated authority to a number of standing committees to provide advice and to assist in good governance of the university. These include:

- Audit and Risk Committee
- Finance Committee
- Infrastructure Committee
- Honorary Degrees, Titles and Tributes Committee
- Nominations Committee
- Remuneration Committee
- Tender Committee
- Standing Committee of Council
- Standing Committee of Convocation
## About UNE

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<tr>
<td>Where can I find essential information about UNE?</td>
<td>You can learn about UNE origins, its vision, structure and important dates from the University’s home page.</td>
<td>About UNE: une.edu.au Principal dates: une.edu.au/about-une/principal-dates</td>
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<td>What about UNE maps, campus facilities, and services?</td>
<td>UNE maps and information about facilities (sport and fitness, restaurant and cafes, child care, etc.) is available online.</td>
<td>Campus Information: une.edu.au/campus-life/campus-information</td>
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<td>Where do I find out about other campus services?</td>
<td>Information about Parking, Mail Services, Motor Pool, Room Bookings is available on the Campus Services website.</td>
<td>Campus Services: une.edu.au/staff-current/staff-services/campus-services</td>
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<td>What do I need to know about UNE safety and security?</td>
<td>The UNE Campus Safety Centre (B089) is located in the College precinct near the corner of Elm Avenue and Handel St. It is staffed 24 hours a day, 7 days a week. Detailed information available in the UNE Safety and Security brochure.</td>
<td>Phone: 6773 2099 Email: <a href="mailto:security@une.edu.au">security@une.edu.au</a> une.edu.au/staff-current/staff-services/campus-services/safety-and-security</td>
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# About My Induction

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| What induction activities am I required to complete? | • The Corporate Induction (HRS session), held every Monday at 10.00 am.  
• Where relevant, new staff will also be invited to meet with staff from a number of areas, including: Teaching and Learning Support; Academic Board; Research Services; the Library, UNE International.  
• The Online Induction Course needs to be completed within three months of commencing.  
<p>| What is involved in the Local Induction?     | The Local Induction is a range of activities organised by your manager for your first day, first week, first month, 3-6 months, all aimed to assist you with your transition to your new role and work area. | More information about the Local Induction is available at <a href="https://www.une.edu.au/staff-current/new-staff/induction">https://www.une.edu.au/staff-current/new-staff/induction</a> |
| A peer has been allocated to me. What do they do as opposed to my supervisor? | Your peer is a current staff member who has a non-reporting relationship with you.                                                                                                                     |                                                                                                          |</p>
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<td>What UNE legal obligations and policies should I be aware of?</td>
<td>You will be requested to attend a workshop presented by Legal &amp; Governance to ensure you are aware of policy and practice in a number of areas including: Code of Conduct, Fraud and Corruption Prevention, Public Interest Disclosure, Gifts and Benefits and Conflict of Interest. You also need to be aware of the following: Equity policies, Privacy policy, Workplace Health and Safety policies, ESOS National Guide, Student and Academic policies.</td>
<td>UNE Policies: <a href="une.edu.au/policies">une.edu.au/policies</a></td>
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<td>How do I get a staff ID card and IT account?</td>
<td>A staff ID card is required to access your office and building, borrow books from the library and be able to scan, photocopy and print. To obtain a staff ID card complete the Staff ID Card application form, signed by your supervisor and submit it to the Safety &amp; Security Office, in Dixon Library. Email accounts are available to all staff members. Further information is available online under IT Getting Started Guide.</td>
<td>Staff ID Card application form: <a href="une.edu.au/__data/assets/pdf_file/0015/5451/pdf-staff-contractor-idcard-application-form.pdf">une.edu.au/__data/assets/pdf_file/0015/5451/pdf-staff-contractor-idcard-application-form.pdf</a> Security and Safety Offices are situated at Dixon Library (C31) and the Campus Safety Centre (B89). Email: <a href="une.edu.au/__data/assets/pdf_file/0007/36943/email.pdf">une.edu.au/__data/assets/pdf_file/0007/36943/email.pdf</a> Staff&gt;New Staff&gt;Your Staff IT account&gt; IT Getting Started Guide <a href="une.edu.au/staff-current/new-staff/your-staff-account/it-getting-started-guide">une.edu.au/staff-current/new-staff/your-staff-account/it-getting-started-guide</a> New/Change IT Account Registration Request form: <a href="une.edu.au/__data/assets/pdf_file/0014/4505/account_form_staff_oct2014.pdf">une.edu.au/__data/assets/pdf_file/0014/4505/account_form_staff_oct2014.pdf</a></td>
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| What paperwork must I provide and/or complete on my first day? | ● Staff Personal Information  
● UniSuper Application  
● Tax File Number Declaration  
● EEO Data Collection Form (optional)  
To be sighted by HRS:  
● Original Photo Identification  
● Evidence of Australian Citizenship  
● Originals or certified copies of qualifications/certificates referred to in your application | If you need clarification about your contract and required paperwork, please contact your supervisor or HRS, email hr-recruitment@une.edu.au |
| What about getting paid?                                     | UNE salary rates and payroll calendar are available on the HR website. You will be paid on a fortnightly basis every second Thursday. | Payroll Calendar and Current Salary Rates: une.edu.au/staff-current/working/pay-timesheets-super |
| What is Web Kiosk and what will I need it for?               | Web Kiosk is a web based self-service which enables you and your supervisor to update changes to your own profile. To access, simply use your UNE username and password. Among other things you can access your personal details, group certificate, view payslips and update bank details. You will find instructions how to access Web Kiosk, Web Kiosk Login and Web Kiosk Guides on the UNE website. | Main Steps to Access Web Kiosk: une.edu.au/staff-current/working/web-kiosk/main-steps-to-access-web-kiosk  
Web Kiosk (Login): https://hr.une.edu.au/alesco-wss-v13/faces/WJ0000?_afrLoop=2150485799565415&_afrWindowMode=0&_adf.ctrl-state=1cyIn9rhnh_4 |
<p>| What leave entitlements will I have?                        | Information about leave management and entitlements is available from the Staff, Employment and Workplace Policies site | Leave Management Policy and Procedures une.edu.au/policies/staff,employment-and-workplace |
| What about superannuation?                                  | UNE is obliged to make superannuation contributions on your behalf into an accumulation account with UniSuper Limited, as required under the Superannuation Guarantee Legislation. Details of the contributions are contained in your employment contract. | If you have queries regarding your superannuation contact visit: une.edu.au/staff-current/working/pay-timesheets-super/superannuation |
| What about workers compensation?                            | If you have an accident or sustain an injury or illness while working, you will need to immediately report this to your supervisor or Head of Cost Centre. An Incident Report needs to be lodged with HRS (<a href="mailto:ohs@une.edu.au">ohs@une.edu.au</a>), within 24 hours. | HR Contacts: une.edu.au/staff-current/une-areas/administration-areas/human-resources/services/hrs-contacts-staff-list |</p>
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<tr>
<td>What are my responsibilities regarding workplace health and safety?</td>
<td>The health and safety requirements will be outlined for you by your supervisor during your induction. Further information is available from the Workplace Health and Safety webpage. Staff are also required to undertake the Online Induction Course, which includes a WHS module.</td>
<td>Workplace Health and Safety: <a href="une.edu.au/staff-current/working/health-safety-and-support/workplace-health-and-safety">une.edu.au/staff-current/working/health-safety-and-support/workplace-health-and-safety</a></td>
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<tr>
<td>What learning and development is available for staff?</td>
<td>The Training and Development opportunities are outlined in the calendar for 2015. To express interest in any of the development opportunities, you will need to register through Web Kiosk.</td>
<td>Training and Development <a href="une.edu.au/staff-current/development/professional-development">une.edu.au/staff-current/development/professional-development</a></td>
</tr>
<tr>
<td>What should I know about confidentiality?</td>
<td>All staff must be aware of the sensitivity of information they may be exposed to at UNE. Further information is available at the University’s Policies and Procedures webpage.</td>
<td>Policies and Procedures</td>
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**About your academic role**

While this section is designed for academic staff, professional staff are welcome to familiarise themselves with the information provided.

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<td>Where can I get support in my role as a lecturer?</td>
<td>The Learning Futures team within Teaching and Learning Support (TaLS) offer workshops in delivering courses within online learning environments. You can access this support through the Innovations and Professional Development (IDP) portal.</td>
<td>Teaching and Learning Support: une.edu.au/staff-current/une-areas/learning-and-support-areas/teaching-and-learning-support</td>
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<td>I'm an early career academic required to complete the Teaching Flexibly @UNE program</td>
<td>Early career academics are advised of any probation requirements in their offer of employment. This may include enrolling in the Teaching Flexibly @ UNE program. Your supervisor will discuss other probation requirements within your first week at UNE.</td>
<td>Teaching Flexibly: moodle.une.edu.au/enrol/index.php?id=3915</td>
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<td>Where can I get help on student matters?</td>
<td>Your supervisor/Head of School should be the first point of contact for assistance. More information is available online: Student Coursework Academic Misconduct and Plagiarism Rules.</td>
<td>Student Coursework Academic Misconduct and Plagiarism Rules: une.edu.au/__data/assets/pdf_file/0019/38125/plagiarismcoursework.pdf</td>
</tr>
<tr>
<td>What legal responsibilities do I have in relation to students?</td>
<td>UNE’s goal is to provide a safe and healthy workplace. Staff members must take care not to put themselves or others at risk.</td>
<td>Code of conduct: une.edu.au/__data/assets/pdf_file/0009/36675/codeofconductstaff.pdf Emergency situations: dial 2099 for UNE Security assistance.</td>
</tr>
<tr>
<td>What is Moodle? What will I use it for?</td>
<td>More than 80% of UNE’s teaching and learning activity takes place online with the majority of course material and assignments submission being in the online environment. The University uses Moodle as the main online teaching and learning system.</td>
<td>About Moodle: une.edu.au/current-students/support/it-services/online-teaching/moodle How to use Moodle (Moodle manuals): docs.moodle.org/28/en/Moodle_manuals Welcome to Teaching Online@UNE (Moodle, Virtual Classroom, Electronic Marking, Camtasia Lecture Capture, ePortfolios, Open Educational Resources, Echo360 Lecture Capture): une.edu.au/course/view.php?id=2 Moodle home page: moodle.une.edu.au/ Moodle assistance: une.edu.au/about-une/areas/administration/information-technology-directorate/corporate-systems/moodle</td>
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**Feedback**

HRS will send you an email with the link to the Induction Survey. We hope you take the time to complete this survey so we can hear about what has worked well, and where we can improve.