UCL Mental Health Sciences Unit
FACULTY OF BRAIN SCIENCES

HANDBOOK

FOR NEW STAFF

Updated: February 2013

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INTRODUCTION

UCL Mental Health Sciences Unit

The UCL Mental Health Sciences Unit (MHS) is represented on the Bloomsbury and Whittington campuses. The Unit has an excellent research record and in a recent metric analysis of the UK's scientific output, was second only to the Institute of Psychiatry in terms of citation rates of published research in psychiatry:- (http://www.dh.gov.uk/assetRoot/04/13/31/94/04133194.pdf) It has research links with other UCL Departments and in particular with the Institute of Neurology (IoN). The Head of Unit is Professor Michael King.

Together with other UCL Department's MHS constitutes part of the Faculty of Brain Sciences headed by Professor Alan Thompson.

Core Departmental Staff

Head of Unit: Professor Michael King
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PA: Ms Bernie Courtney
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PLEASE REFER TO OUR UNIT WEBSITE FOR DETAILS OF
ALL STAFF ACROSS BOTH CAMPUSES:

http://www.ucl.ac.uk/mentalhealthsciences/staff

Induction for New Staff
All new staff will be given access to the UCL on-line Staff Induction in the form of 10 short tutorials as part of their new staff introduction from UCL HR Division. This will give guidance on the administrative actions required to ensure that new staff are set up as a member of UCL staff that they are paid. The first two tutorials should be completed as soon as possible.

There is also guidance on what to expect from the Unit and UCL together along with guidance on important policies and UCL Services.

The on-line Diversity in the Workplace E-Learning Module must be completed within 6 weeks of starting at UCL. Important information on Equalities including gender can be found at:
http://www.ucl.ac.uk/hr/equalities/gender/index.php

New staff should be aware of UCL's Green Impact policy. Further details can be found at:
http://www.ucl.ac.uk/greenucl/whats-happening/programmes/green-impact-ucl

Annual Leave
The UCL leave year runs from 1 October until 30 September.

All leave must be requested via the UCL Online MyView system using your UCL Username and Password: https://hrweb.ucl.ac.uk:8443/concerto/Portal/

You will also be able to access your online pay slips and P60's using this useful service.

Appraisals
The Unit encourages yearly appraisals for all staff and this underpins UCL's commitment to regular appraisal. This is founded on the belief that all members of staff have a right to a clear understanding of their department's expectations of them, an opportunity for detailed discussion of their contribution to the achievement of departmental and institutional goals and to feel valued. Appraisal is designed to facilitate effective two-way communication and is a key mechanism for identifying training and development needs and ensuring that they are met.

Further details can be found at: http://www.ucl.ac.uk/hr/docs/staff_review_development.php

Carers Leave and other leave for Domestic and Personal Reasons
Guidance and details can be found at:
http://www.ucl.ac.uk/hr/docs/leave_domest_personal_reasons.php

Communal Equipment
A photocopier (please use code 1478), shredder, networked printer and recycle paper bin can all be found in Room 211. There is also a networked printer outside room 218.

If any of this equipment breaks down please inform Andreas or Bernadette.

Unit/College Closures
The Unit/College closes on all bank holidays, for one week at Easter, and for up to 10 days at Christmas. These DO NOT affect your annual leave entitlement - they are in addition. This year's closure dates can be viewed here: http://www.ucl.ac.uk/staff/term-dates/

Departmental Equal Opportunity Liaison Officer (DEOLO)
Deana D'Souza is the Unit DEOLO and can be contacted on ext 09460 or by email:
d.dsouza@ucl.ac.uk. Further details on Equal Opportunities can be found at:
http://www.ucl.ac.uk/hr/docs/equal_opportunity.php

Expense and Travel Claims
I-Expenses is the UCL online claim system for staff – see here for full details on how to log-into the system and what it offers: http://www.ucl.ac.uk/finance/p2p/iexp/index.html

Before submitting your first claim please make sure that you fully read the UCL Expense policy so that you are fully aware of the rules and regulations and in particular, what you can or cannot claim for: http://www.ucl.ac.uk/finance/secure/expensespol/index.html

IMPORTANT: Please do not send your receipts to accounts payable as it states on the website. They must be attached to your expense claim form and given to your Line Manager for approval in the first instance.

Family friendly working including Maternity and Paternity leave and Flexible Working
For details please see:
http://www.ucl.ac.uk/hr/benefits/family_friendly_benefits.php

Green Impact at UCL
Green Impact is a programme which allows departments and divisions of the university to assess and improve their own environmental impacts. Details can be found at:
http://www.ucl.ac.uk/greenucl/whats-happening/programmes/green-impact-ucl

Harassment and Bullying
Full details of the UCL Harassment policy can be found at:
http://www.ucl.ac.uk/hr/docs/harassment_bullying.php

Health & Safety
All new members of staff are required to attend the UCL Safety Induction. To book onto a course please see here: http://www.ucl.ac.uk/efd/safetynet/training/induction.pdf

Please also read the Unit Health & Safety which covers everything from First Aid to Emergency and Fire procedures.

ID Cards
All staff must carry an ID card, as you will need this to access this building and UCL systems (including Information Systems and the Library). For details on how to obtain one please see here: http://www.ucl.ac.uk/efd/security/systems/identity-cards/. Requests for card access to the building should be sent to Jacques or Deana quoting your UPI.

Keys
At your induction you will have been given a key to your office. Lost keys cost £5.00 to replace.

Maintenance (works)
Please report all maintenance issues to Bernadette Courtney via email. She will log a report using the UCL reporting system and will let you know when you can expect the problem to be dealt with.

Mentoring
There is a Unit mentoring scheme for more junior research staff on fixed contracts (non-substantive staff) who wish to pursue an academic career. Please contact Dr Helen Killaspy for details (h.killaspy@ucl.ac.uk)

Ordering Goods & Services (I-Procurement)
Please review the Procurement webpages before you make any purchases: http://www.ucl.ac.uk/finance/procurement/public/contracts/index.shtml

I-Procurement is the UCL online purchasing module and must be used for ALL purchases you make. To register to use this system please contact Jacques in the first instance (Jacques or Cleisson will also arrange for you to have any training).

Post
Incoming mail will be put in your pigeonhole in Room 211. To send post (internal and external) please put it in the tray on the shelf above the photocopier.

Promotion policy
For details please see:
http://www.ucl.ac.uk/hr/docs/promotions_procedure_research.php

The following link also has a number of useful "top tips for promotion" podcast/interview links:
http://www.ucl.ac.uk/hr/equalities/race/promotions.php

Recruitment and Selection Process

- ***Please discuss any plans to recruit new staff with Jacques in the first instance***. This is particularly important because he will need to explain how the recruitment process works and allocate the new staff member a desk, computer etc.

- ALL staff involved in the recruitment and selection process must read and adhere to the UCL guidelines: http://www.ucl.ac.uk/hr/docs/recruitment.php

- NOTE: If you will be expected to sit on interview panels, you must ensure that you have attended the mandatory UCL training course in the first instance. Dates of courses can be found on the OSD web pages: http://www.ucl.ac.uk/hr/sdtu/.

Recruiting Casual Staff
If you are employing casual staff you must inform Jacques before they commence employment as they will need to provide right to work documentation in the first instance. The following policy clearly sets out what is required of both you and the individual:
http://www.ucl.ac.uk/hr/docs/casual_worker_dept_guide.php

In addition, a health & safety induction, local fire training (if they are in the department for 3 days or more per week) and, if they are dealing with confidential data, a data protection form will also need to be signed by the individual.

Research Administration

- Before submitting any applications for research funding please read the UCL Research Services webpages in the first instance: http://www.ucl.ac.uk/finance/research/index.htm

- THEN make an appointment to see Cleisson Monteiro who will be able to advise you on what to put in your application (there are standard items that must always be included). He will also do the pFACT costing and advise you on FEC and other costs. It is essential that all applications including outline and preliminary are costed on pFACT and approved by Research Administration and Unit Director.

Room Bookings
You can book meeting and teaching rooms across all campuses by using the UCL online booking system: https://cmis.adcom.ucl.ac.uk:4443/roomBookings/roomBookingsHomePage.html?invoker=EFD

If the meeting is research grant related the person holding meeting must pay for food & beverages and claim it back accordingly. The department will only pay for departmental related meetings.

Sickness Reporting
Please telephone your supervisor before 10am (or Jacques in their absence) to let them know:

A) You are going to be off sick, an idea of what is wrong with you (unless you wish this to remain confidential), and if possible, when you envisage returning to work'
B) Give details of any urgent/outstanding work'
C) Give a number where you can be contacted in emergencies;

Staff Development & Training
The Unit supports career progression and staff development for all staff and UCL offers an extensive list of courses to all UCL staff (most are free but some attract a small charge). A full list of what is available can be obtained from the OSD and the IT training web pages.

Other useful links include Athena Swan: http://www.ucl.ac.uk/hr/equalities/gender/athena_swan.php and mentoring and coaching: http://www.ucl.ac.uk/hr/osd/coaching/index.php

Stationery
The stationery cupboard is managed by Cleisson Monteiro. If you require items other than standard items such as paper, files, pens etc., please email Cleisson quoting the item required and the account code from which it is to be paid.

Telephones
To get a line out dial '9' followed by number. If you cannot dial outside the UK you must get authorisation from Jacques (who, with approval from your supervisor, can also arrange for your phone to make work related international and mobile calls).

Voicemail
To set up and access Voicemail please see here: http://www.ucl.ac.uk/efd/telecoms/voicemail/